Canon

imageRUNNER
2545i/2545/2535i/2535
2530/2525/2520

User's Guide

Read this guide first.
Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageRUNNER
2545i/2545
2535i/2535
2530/2525
2520
User's Guide

Manuals for the Machine

The manuals for this machine are organized as shown below. Please refer to them for detailed information. Some manuals may not be needed for certain system configurations and products purchased.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote.)

• **Quick Reference for Basic Operations**	**Easy Operation Guide**
• **Legal Notices** • **Setup Instructions**	**User's Guide** **(This Document)**
• **Basic Operations** • **Troubleshooting**	**Reference Guide**
• **Copying Instructions**	**Copying Guide**
• **Sending and Fax Instructions**	**Sending and Facsimile Guide**
• **Remote User Interface Instructions**	**Remote UI Guide**
• **Network Connectivity** • **Security Management**	**System Settings Guide**
• **PS/PCL/UFRII LT Printer Driver Instructions** • **Fax Driver Instructions** • **Color Network ScanGear Instructions**	**Driver Software Guide**
• **PS/PCL/UFRII LT Printer Instructions**	**Printer Guide**

How This Manual Is Organized

Chapter 1   **Machine Installation**

Chapter 2   **Before You Start Using the Machine**

Chapter 3   **Accompanying CD-ROMs**

Chapter 4   **Using the Basic Functions**

Chapter 5   **Routine Maintenance**

Chapter 6   **Troubleshooting**

Chapter 7   **Appendix**

Includes the descriptions of available paper stock and Index.

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Preface

Thank you for purchasing the Canon imageRUNNER 2545i/2545/2535i/2535/2530/2525/2520. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

⚠ WARNING   Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.

⚠ CAUTION   Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions.

🖐 IMPORTANT   Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.

✐ NOTE   Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys and Buttons Used in This Manual

The following table provides a few examples of how keys to be pressed are expressed in this manual:

- Control Panel keys

	Keys	**Example**
Control Panel	Key icon + (Key Name)	(※) (Additional Functions)
Touch Panel Display	[Key Name]	[OK], [Cancel], etc.
	[Key Icon]	[▼], [▲], etc.

- Buttons and Other Objects on Computer Operation Screens

Buttons and Other Objects	**Example**
[Button Name]	[OK]
[UI Name] + menu, dialog box, etc.	[File] menu, [Print] dialog box, etc.

Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the imageRUNNER 2545i has the following optional equipment attached to it: the Inner Finisher-B1, Inner Finisher Additional Tray-B1, and CST. Feeding Unit-AE1.
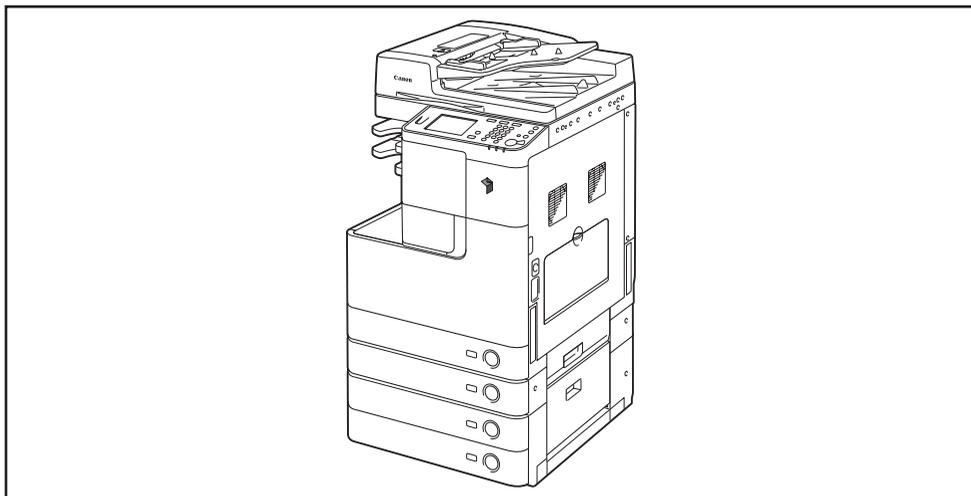
Displays Used in This Manual

Screen shots used in this manual may differ from actual displays depending on the machine configuration.

The keys and buttons to be pressed or clicked are marked with a ⬭, as shown below.

When multiple keys or buttons can be pressed or clicked, all of them will be marked. Select the keys or buttons best suited to your needs.

```
Ready to copy.

100%    Auto
        ▣ LTR  ▢              1
Direct │Copy        │Paper Select    ▶
       │Ratio  ▶│
                              ◁ ▯▯▯▯▯▯▯▯ ▷
                              Light  A  Dark
Finishing    │2-Sided        │Text/Photo    ▶
         ▶│          ▶│
                              │Special
                              │Features  ▶
                              │System Monitor  ▶│
```
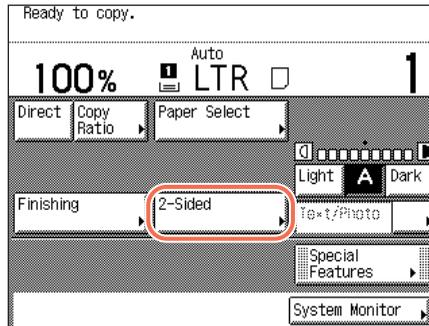
Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft Windows 2000:	Windows 2000
Microsoft Windows XP:	Windows XP
Microsoft Windows Vista operating system:	Windows Vista
Windows 7 operating system:	Windows 7
Microsoft Windows Server 2003:	Windows Server 2003
Microsoft Windows Server 2008:	Windows Server 2008
Microsoft Windows operating system:	Windows

Trademarks

Macintosh and Mac OS are trademarks of Apple Inc., registered in the U.S. and other countries.

Windows, Windows logo, Windows Vista and Windows Vista logo are trademarks or registered trademarks of Microsoft Corporation in the U.S. and/or other countries.

Other product and company names herein may be the trademarks of their respective owners.

Operations and Terms Used in This Manual

This machine makes effective use of memory to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be printed.

To avoid confusion when reading this manual, the terms "scanning," "printing," and "copying," used throughout this manual are defined below. When making a copy, the process of scanning originals and printing copies may be described as separate functions.

Scanning

Scanning an original to be copied or sent to a client computer, fax machine, etc.
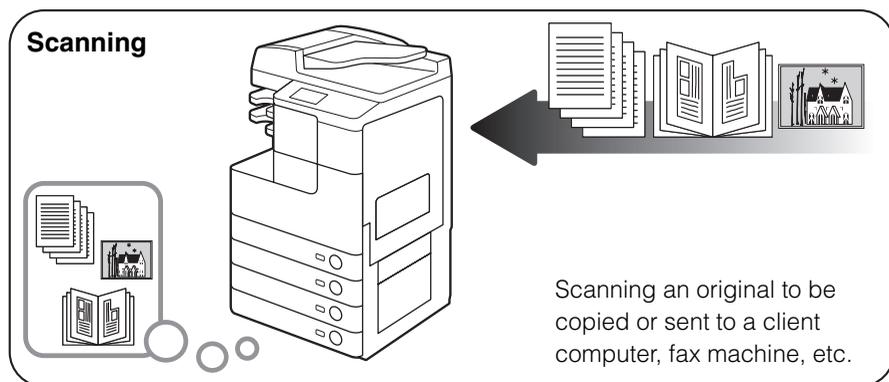
Printing

Outputting documents such as a copy, fax, or data sent from a client computer to the machine.
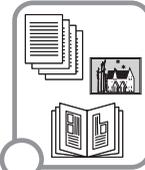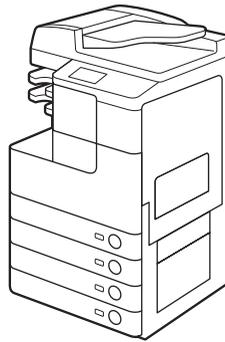
Copying
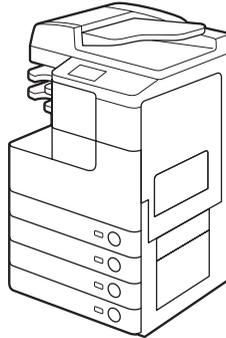
Printing data scanned from an original, followed by finishing options, such as stapling.

Available Features

The procedures described in this manual assume the machine fully equipped with the optional equipment. Depending on the system configuration and product purchased, some features described in the manuals may not be functional. The table below shows the available features on a product basis.

✓: Standard equipped

opt.: Optional

| Model | Copy/ Remote Scan/ Remote UI | Send | Fax | Print | | | | Feeder | Drawer | | Searchable PDF |
				UFRII LT	PCL	PS	Barcode		2	3 & 4	
imageRUNNER 2545i	✓	✓	opt.	✓	✓	✓	opt.	✓	✓	opt.	✓
imageRUNNER 2545	✓	opt.	opt.	✓	opt.	opt.	opt.	✓	✓	opt.	opt.
imageRUNNER 2535i	✓	✓	opt.	✓	✓	✓	opt.	✓	✓	opt.	✓
imageRUNNER 2535	✓	opt.	opt.	✓	opt.	opt.	opt.	✓	✓	opt.	opt.
imageRUNNER 2530	✓	opt.	opt.	✓	opt.	opt.	opt.	opt.	✓	opt.	opt.
imageRUNNER 2525	✓	opt.	opt.	✓	opt.	opt.	opt.	opt.	✓	opt.	opt.
imageRUNNER 2520	✓	opt.	opt.	✓	opt.	opt.	opt.	opt.	opt.	opt.	opt.

✐ NOTE

For more information on the optional equipment, see Chapter 4, "Optional Equipment," in the *Reference Guide*.

Legal Notices

Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name(s) in ( ) may be registered instead.

imageRUNNER 2545i/2545/2535i/2535 (F190300)

imageRUNNER 2530/2525 (F190700)

imageRUNNER 2520 (F190800)

FCC (Federal Communications Commission)

This device complies with Part 15 of the FCC Rules.
Operation is subject to the following two conditions:

(1) This device may not cause harmful interference,

and

(2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate, radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment OFF and ON, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cables are required to comply with Class B limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If you make such changes or modifications, you could be required to stop operation of the equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contact. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon U.S.A.'s Web site (http://www.usa.canon.com).

Canon U.S.A., Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. (516) 328-5600

Laser Safety

This product is certificated as a Class 1 laser product under IEC60825-1:2007 and EN60825-1:2007. This means that the product does not produce hazardous laser radiation.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's manual.

The labels shown below are attached to the laser scanner unit inside the machine and next to the toner cartridge behind the front cover.

⚠ CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

International Energy Star Program

As an ENERGY STAR ® Partner, Canon Inc. has determined that this machine meets the ENERGY STAR ® Program guidelines for energy efficiency.

The International ENERGY STAR ® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

IPv6 Ready Logo

The protocol stack included in this machine has obtained the IPv6 Ready Logo Phase-1 established by the IPv6 Forum.

Copyright

Third Party Software

Third Party Software
A. This product includes third-party software modules. Use and distribution of this software modules (the "SOFTWARE") are subject to conditions (1) through (9) below.

    (1)   You agree that you will comply with any applicable export control laws, restrictions or regulations of the countries involved in the event that this product including the SOFTWARE is shipped, transferred or exported into any country.

(2) Rights holders of the SOFTWARE retain in all respects the title, ownership and intellectual property rights in and to the SOFTWARE. Except as expressly provided herein, no license or right, expressed or implied, is hereby conveyed or granted by rights holders of the SOFTWARE to you for any intellectual property of rights holders of the SOFTWARE.

(3) You may use the SOFTWARE solely for use with the Canon product you purchased (the "PRODUCT").

(4) You may not assign, sublicense, market, distribute, or transfer the SOFTWARE to any third party without prior written consent of rights holders of the SOFTWARE.

(5) Notwithstanding the foregoing, you may transfer the SOFTWARE only when (a) you assign all of your rights to the PRODUCT and all rights and obligations under the conditions to transferee and (b) such transferee agrees to be bound by all these conditions.

(6) You may not decompile, reverse engineer, disassemble or otherwise reduce the code of the SOFTWARE to human readable form.

(7) You may not modify, adapt, translate, rent, lease or loan the SOFTWARE or create derivative works based on the SOFTWARE.

(8) You are not entitled to remove or make separate copies of the SOFTWARE from the PRODUCT.

(9) The human-readable portion (the source code) of the SOFTWARE is not licensed to you.

Disclaimers

The information in this document is subject to change without notice.

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The following applies in California, USA only:

The battery included with your product contains Perchlorate Material and may require special handling.

See http://www.dtsc.ca.gov/hazardouswaste/perchlorate/ for details.

Legal Limitations on the Usage of Your Product and the Use of Images

Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability. A non-exhaustive list of these documents is set forth below. This list is intended to be a guide only. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult, in advance, with your legal advisor for guidance.

- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title

- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

Users in the U.S.A.

Preinstallation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See "Provide Adequate Installation Space," on p. 1-5 for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used. If the optional Super G3 multi-line FAX Board is installed, a multi telephone line (touch-tone or rotary) can be used.

2. Order an RJ11-C telephone wall jack (USOC), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/facsimile operation is not possible.

3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit. If the optional Super G3 multi-line FAX Board is installed, you can use a multi-line.

   DDD (Direct Distance Dial) line

   -or-

   IDDD (International Direct Distance Dial) line if you communicate overseas

✎ NOTE

Canon recommends an individual line following industry standards, i.e., 2500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The machine should be connected to a standard 120 volt AC, three-wire grounded outlet only.

Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise that often interferes with communications equipment and the sending and receiving of documents.

Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format of US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN (Ringer Equivalence Number) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 10 is a REN of 1.0).

An FCC compliant telephone line cable and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premise wiring using a compatible modular jack that is Part 68 compliant.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

In Case of Equipment Malfunction
Should any malfunction occur which cannot be corrected by the procedures described in this guide or the *Reference Guide*, disconnect the equipment from the telephone line cable and disconnect the power cord. The telephone line cable should not be reconnected or the main power switch turned ON until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Service Dealer for the servicing of equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contract. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon U.S.A.'s Web site (http://www.usa.canon.com).

Rights of the Telephone Company
If this equipment imageRUNNER 2545i/2545/2535i/2535/2530/2525/2520 causes harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services that may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user. However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a complaint with the FCC if he/she believes it is necessary.

⚠ **WARNING**

> **The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.**

- The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

- The REN of this product is 1.0.

- Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent deterioration of service in some situations.

- Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

- Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

⚠ **CAUTION**

> **Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.**

✐ NOTE

This equipment complies with the Canadian ICES-003 Class A limits.

Utilisation au Canada

Conditions à Remplir Préalablement à L'installation d'un Télécopieur Canon

A. Emplacement
Prévoir une table, un meuble, ou un bureau suffisamment solide et de taille appropriée (voir le "Provide Adequate Installation Space," on p. 1-5, pour les indications de poids et dimensions).

B. Installation téléphonique

1. Une seule ligne téléphonique (tonalités ou impulsions) doit être utilisée. Si la Carte FAX (Super G3) multi-ligne en option est installée, il est possible d'utiliser une ligne téléphonique multiple (tonalités ou impulsions).

2. Il faut commander un jack modulaire CA11A qui sera installé par la compagnie téléphonique. Sans ce jack, la mise en place serait impossible.

3. Si vous vous abonnez à une nouvelle ligne, demandez une ligne d'affaires normale de qualité téléphonique courante ou équivalente. Prenez un abonnement d'une ligne par appareil. Si la Carte FAX (Super G3) multiligne en option est installée, il est possible d'utiliser une ligne téléphonique multiple.

Ligne automatique interurbaine

ou

Ligne automatique internationale
(si vous communiquez avec les pays étrangers)

📝 NOTE

Canon vous conseille d'utiliser une ligne individuelle conforme aux normes industrielles, à savoir: ligne téléphonique 2500 (pour appareil à clavier) ou 500 (pour appareil à cadran/impulsions). Il est également possible de raccorder ce télécopieur à un système téléphonique à poussoirs car la plupart de ces systèmes émettent des signaux d'appel non normalisés ou des codes spéciaux qui risquent de perturber le fonctionnement du télécopieur.

C. Condition d'alimentation

Raccordez le télécopieur à une prise de courant plus terre à trois branches, du type simple ou double, et qui ne sert pas à alimenter un copieur, un appareil de chauffage, un climatiseur ou tout autre appareil électrique à thermostat. L'alimentation doit être de 115 volts et 15 ampères. Pour faciliter l'installation, le jack CA11A doit être assez proche de la prise de courant.

Remarques

- Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.
- L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d' équivalence de la sonnerie de tous les dispositifs n'excède pas 5.
- Le nombre d'équivalents sonnerie (REN) de ce produit est 1.0.
- Avant d'installer cet appareil, l'utilisateur doit s'assurer qu'il est permis de le connecter à l'équipement de la compagnie de télécommunication locale et doit installer cet appareil en utilisant une méthode de connexion autorisée. Il se peut qu'il faille étendre la circuiterie intérieure de la ligne individuelle d'abonné, qui a été installée par la compagnie, au moyen d'un jeu de connecteurs homologués (rallonge téléphonique). L'attention de l'utilisateur est attirée sur le fait que le respect des conditions mentionnées cidessus ne constitue pas une garantie contre les dégradations de qualité du service dans certaines circonstances.

- Les réparations sur un appareil certifié doivent être faites par une société d'entretien canadienne autorisée par le Gouvernement canadien et désignée par le fournisseur. Toute réparation ou modification que pourrait faire l'utilisateur de cet appareil, ou tout mauvais fonctionnement, donne à la compagnie de télécommunication le droit de débrancher l'appareil.
- Pour sa propre protection, l'utilisateur doit s'assurer que les prises de terre de l'appareil d'alimentation, les lignes téléphoniques et les tuyaux métalliques internes, s'il y en a, sont bien connectés entre eux. Cette précaution est particulièrement importante dans les zones rurales.

⚠ CAUTION

Au lieu d'essayer de faire ces branchements eux-mêmes, les utilisateurs sont invités à faire appel à un service d'inspection faisant autorité en matière d'électricité ou à un électricien, selon le cas.

🖉 NOTE

Respecte les limites de la classe A de la NMB-003 du Canada.

Super G3

SUPER G3
HIGH-SPEED FACSIMILE

Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax machines allow transmission times of approximately 3 seconds* per page which results in reduced telephone line charges.

* Approximately 3 seconds per page fax transmission time based on CCITT/ITU-T No.1 Chart, (JBIG, Standard Mode) at 33.6 Kbps modem speed. The PSTN (Public Switched Telephone Network) currently supports 28.8 Kbps modem speeds or slower, depending on telephone line conditions.

⚠️ Important Safety Instructions

Please read these "Important Safety Instructions" thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation

⚠️ WARNING

- **Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.**

- **Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.**

  - Necklaces and other metal objects

  - Cups, vases, flowerpots, and other containers filled with water or liquids
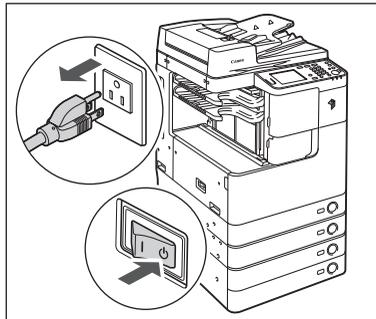
⚠ CAUTION

- **Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.**

- **Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.**

- **Do not install the machine in the following locations:**
  - A damp or dusty location
  - A location near water faucets or water
  - A location exposed to direct sunlight
  - A location subject to high temperatures
  - A location near open flames

Power Supply

⚠ WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**

- **Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.**

- **Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.**

- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**

- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**

- **Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.**

- **Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.**

- **As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 120 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.**

⚠ CAUTION

- Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.

- Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.

Handling

⚠ WARNING

- Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.

- If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer. Continued use of the machine in this condition may result in a fire or electrical shock.

- Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.

- To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.

- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.

⚠ CAUTION

- Do not place heavy objects on the machine, as they may tip over and fall resulting in personal injury.
- Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.
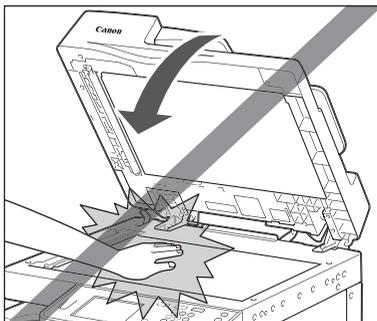

- Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.
- Do not touch the finisher while the machine is printing, as this may result in personal injury.
- Do not place your hands, hair, clothing, etc., near the exit and feed rollers. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the rollers, which may result in personal injury or damage if the machine suddenly starts printing.
- Be careful when removing printed paper from output trays or when aligning it, because it may be hot and result in burn injury.
- Do not place your hand in the following parts of the finisher, as this may result in personal injury:
  - Trays
  - Stapler unit (where stapling is performed)
  - Rollers
  - Spaces between the trays and the main unit
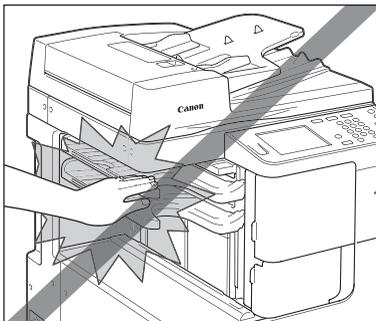
Inner Finisher-B1

- **Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.**
- **The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.**
- **Never open covers other than those instructed in this manual.**
- **Do not remove the caution labels attached to the laser scanner unit inside the machine and next to the toner cartridge, behind the front cover.**
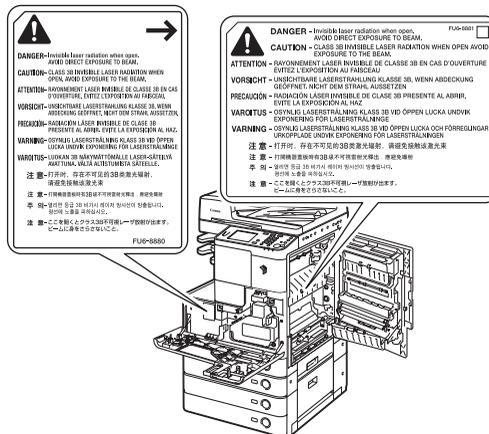
- **If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.**

## Maintenance and Inspections

⚠ **WARNING**
- **When cleaning the machine, first turn OFF the main power switch, and then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**
- **Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.**

- **There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside the machine, as this may result in burns or electrical shock.**
- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**

⚠ CAUTION

- **The fixing unit, the duplex unit, and their surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit, the duplex unit, and their surroundings, as doing so may result in burns.**

(Only for the imageRUNNER 2530/2525/2520)
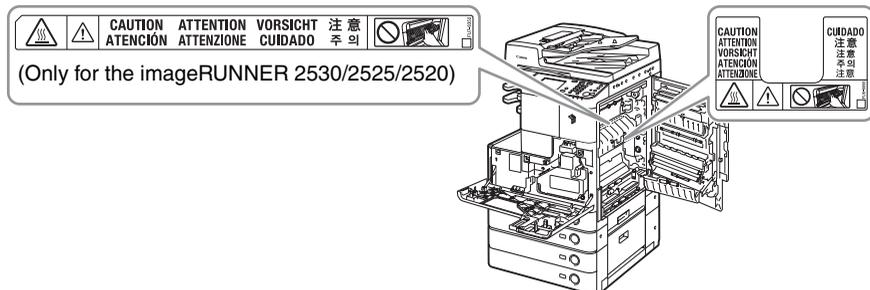
- **When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing a used toner cartridge, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **Do not dismantle the toner cartridge, as doing so may cause the toner to fly out and enter your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **Handle the toner cartridge carefully. Avoid contact with any toner that is released from the cartridge. If toner makes contact with your skin, immediately wash the area with soap and cold water. If your skin still feels irritated after washing the area thoroughly, or if you ingest the toner, seek immediate medical treatment.**

Consumables

⚠️ **WARNING**

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**

- **Do not store toner cartridges or paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.**

- **When discarding used toner cartridges, put the cartridges into a bag to prevent the toner remaining inside the cartridges from scattering, and then dispose of them in a location away from open flames.**

⚠️ **CAUTION**

- **Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.**

- **Do not dismantle the toner cartridge, as dismantling it may cause toner dust to scatter on your skin or clothes. If toner comes in contact with your clothes, brush it off immediately. Do not wash the clothes with hot water, as this may cause the toner to set in the fabric. If toner gets into your eyes or mouth, wash them immediately with cold water and seek immediate medical treatment.**

- **Handle the toner cartridge carefully. Avoid contact with any toner that is released from the cartridge. If toner makes contact with your skin, immediately wash the area with soap and cold water. If your skin still feels irritated after washing the area thoroughly, or if you ingest toner, seek immediate medical treatment.**

Telephone Equipment

⚠️ **WARNING**

When using telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

1. **Do not use this machine near water (i.e., near a bathtub, kitchen sink, or laundry tub), or in a wet basement or near a swimming pool.**

2. **Avoid using the telephone during an electrical storm, as there may be a remote risk of electric shock from lightning.**

3. **Do not use the telephone to report a gas leak in the vicinity of the leak.**

Other Warnings

⚠️ **WARNING**

For cardiac pacemaker users:
This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

Machine Installation

1 CHAPTER

This chapter describes the precautions for installing the machine and describes how to connect the cables.

Installation Location and Handling

This section describes precautions for the installation location and handling. We recommend that you read this section prior to using this machine.

Installation Precautions

### *Avoid Installing the Machine in the Following Locations*
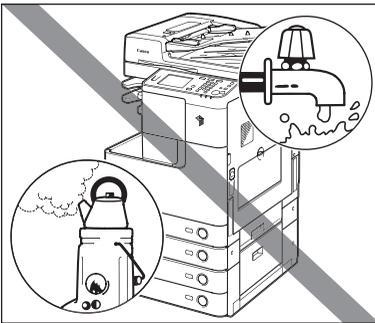
■ **Avoid locations subject to temperature and humidity extremes, whether low or high.**
For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters or stoves.
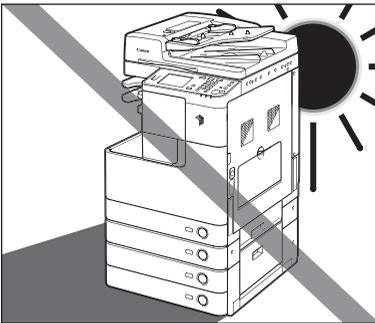
■ **Avoid installing the machine in direct sunlight.**
If this is unavoidable, use curtains to shade the machine. Be sure that curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.
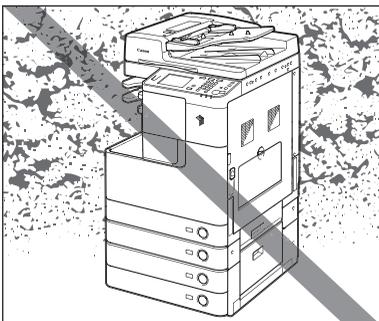
■ **Avoid poorly ventilated locations.**
This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.
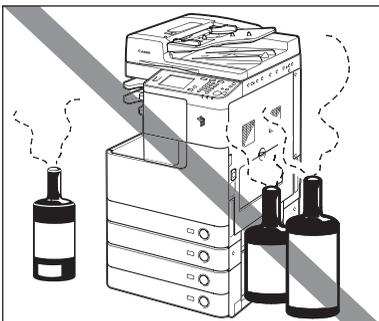
■ **Avoid locations where ammonia gas is emitted.**
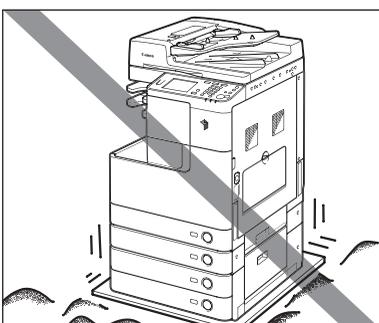
■ **Avoid locations that are subject to vibration.**
For example, avoid installing the machine on unstable floors or stands.
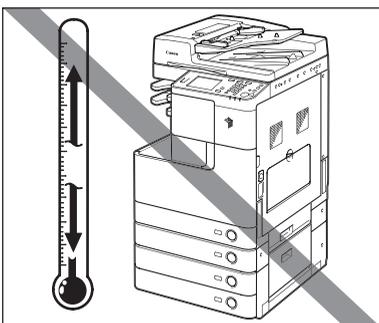
■ **Avoid exposing the machine to rapid changes in temperature.**
If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.

■ **Avoid locations where a considerable amount of dust accumulates.**

■ **Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.**

■ **Avoid installing the machine near computers or other precision electronic equipment.**
Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

■ **Avoid installing the machine near televisions, radios, or similar electronic equipment.**
The machine may interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

Select a Safe Power Supply

■ **Plug the machine into a standard 120 V AC, three-wire grounded outlet.**

■ **Make sure that the power supply for the machine is safe, and has a steady voltage.**

■ **Do not connect other electrical equipment to the same power outlet to which the machine is connected.**

■ **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
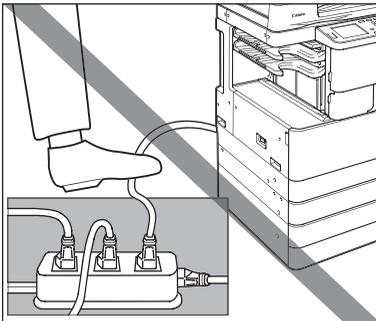

■ **The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.**

Provide Adequate Installation Space

■ **Provide enough space on each side of the machine for unrestricted operation.**

**View from Above
(When the optional Inner Finisher-B1 is attached)**

4" (100 mm) or more

52 3/4" (1,341 mm)

22 1/4" (565 mm)

54" (1,372 mm)
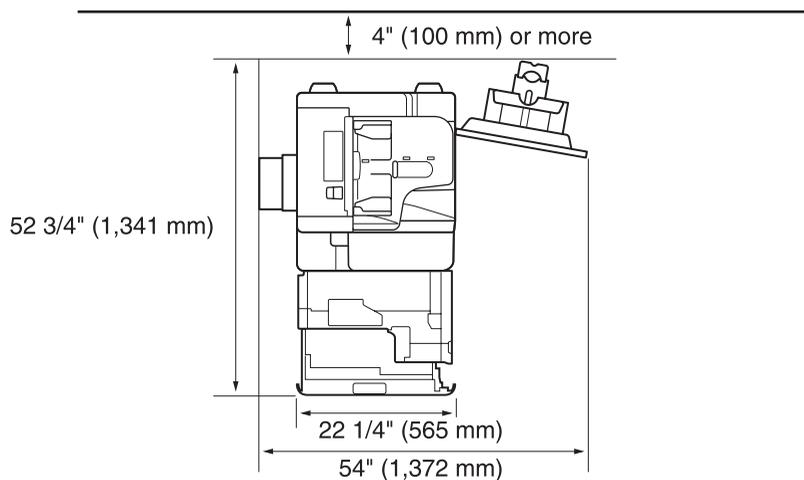
* The width is 42 1/2" (1,079 mm) when no options are attached.

Moving the Machine

■ **If you intend to move the machine, even to a location on the same floor of your building, contact your local authorized Canon dealer beforehand. Do not attempt to move the machine yourself.**

Handling Precautions
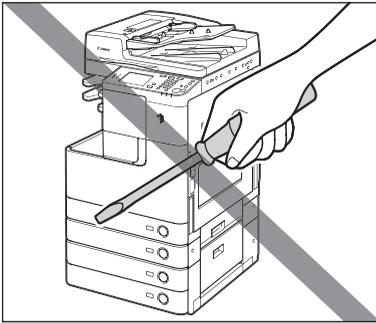
■ **Do not attempt to disassemble or modify the machine.**
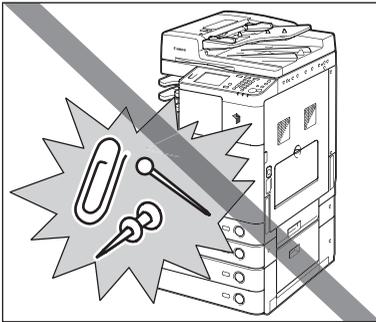
■ **Be careful not to spill liquids or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it may cause a short circuit and result in a fire or electrical shock.**
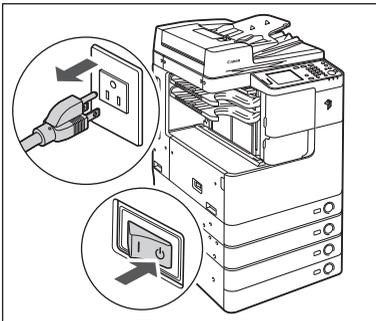
■ **If there is smoke or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the power outlet, and then call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.**

■ **Do not turn the main power switch OFF or open the front covers while the machine is in operation. This may result in paper jams.**

■ **Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.**
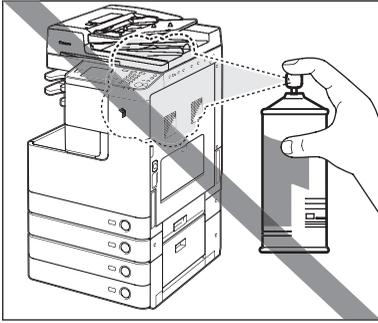
■ **Do not use flammable sprays, such as spray glue near the machine. There is a danger of ignition.**
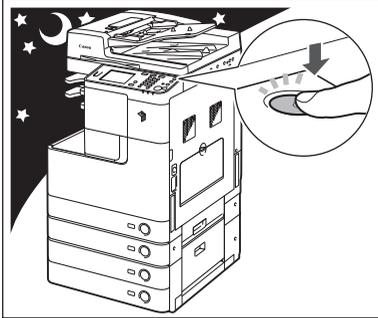
■ **For safety reasons, turn OFF the control panel power switch of the machine when it will not be used for a long period of time, such as overnight. As an added safety measure, turn OFF the main power switch, and disconnect the power cord when the machine will not be used for an extended period of time, such as during consecutive holidays.**

■ **This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.**

■ **Use a modular cable shorter than three meters.**

■ **Use a USB cable shorter than three meters.**

Cable Connection

This section describes how to connect the machine to a computer or network.

If you want to use the machine as a local printer, connect the machine directly to a computer with a USB cable. If the machine is shared by a group of network users, a 10BASE-T/100BASE-TX LAN cable is required.

IMPORTANT
A USB cable or a network cable is not included in this package. Please obtain a suitable cable for your computer or network.

Using the Machine as a Local Printer (USB Connection)

If you want to use the machine as a local printer, connect the machine and a computer using a USB cable. The machine is USB 2.0 high-speed* compatible.

After establishing the connection between the machine and the computer, you must install the drivers and the utility that matches the operating system on your computer. For more information on the utility software, see Chapter 3, "Accompanying CD-ROMs."

* This depends on the specifications of the operating system on your computer.

UFRII LT User Software CD-ROM

USB Cable

USB Port

The USB connector is located on the left side of the machine.
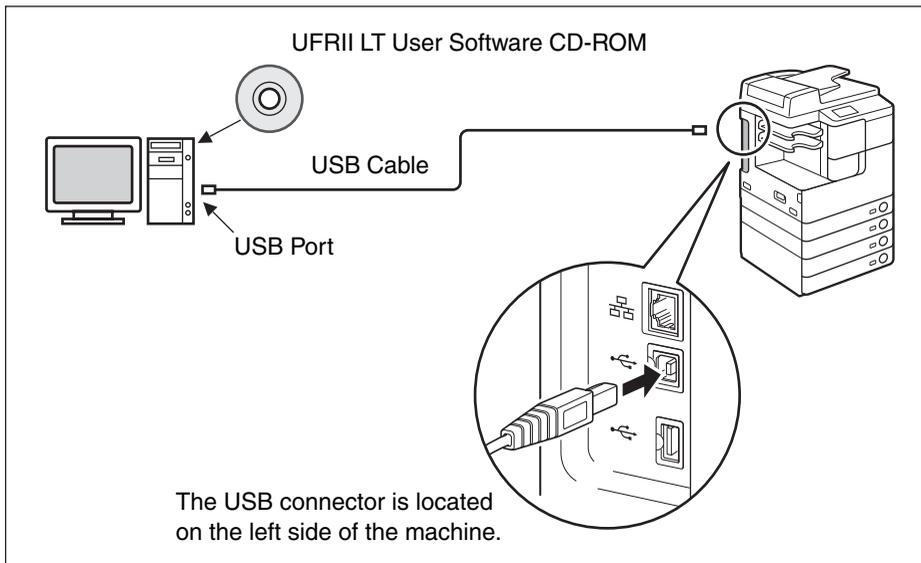
⚠ CAUTION

- **Before you connect the USB cable to the machine while the main power switch is ON, make sure that the ground line is connected. If the ground line is not connected, connecting the USB cable to the machine while the main power switch is ON may result in electric shock.**
- **If you connect or disconnect the USB cable while the main power switch is ON, do not touch the metal parts around the connector. Doing so may result in electric shock.**

🖑 IMPORTANT

- To prevent your machine or computer from operating poorly, do not connect or disconnect the USB cable in the following situations:
  - The drivers are being installed.
  - The computer is booting up.
  - The machine is printing.
- If you disconnect the USB cable from the machine or computer that is turned ON, always wait at least 10 seconds before reconnecting the cable. Immediately reconnecting the cable may cause your machine or computer to operate poorly.
- Some utilities may not be functional if the machine is connected to a computer via the USB cable.
- Make sure that the Use USB Device setting is enabled. (See Chapter 7, "Other System Settings," in the *System Settings Guide*.)

🖉 NOTE

- With the USB connection, you cannot use the Remote UI or the Remote Scan function.
- The appropriate USB interface for Windows 2000/XP/Vista/7/Server 2003/Server 2008 is USB 2.0 Hi-Speed/USB Full-Speed (USB 1.1 equivalent). For more information, consult your local authorized Canon dealer.

Sharing the Machine with Other Network Users

The machine supports TCP/IP, which enables it to be used by Windows computers. The machine supports both 10BASE-T and 100BASE-TX connections that can be used in most LANs.

Using Ethernet

Connect the machine's LAN connector to a hub port using the following types of cable:

- When connecting to a computer with 100Base-TX connector: a Category 5 (or later) twisted pair LAN cable
- When connecting to a computer with 10Base-T connector: a Category 3 (or later) twisted pair LAN cable

⚠️ **CAUTION**

When connecting the interface cable or network cable, be sure to observe the following precautions in order to avoid electrical shock:
- Turn OFF the main power switch before disconnecting the power cord from the power outlet. (See "Turning OFF the Main Power," on p. 2-4.)
- Turn OFF the computer and disconnect the power cord from the power outlet.

Computer with a 100Base-TX Connector

Computer with a 10Base-T Connector

LAN Cable

Hub

The LAN connector (RJ-45) is located on the back side of the machine.
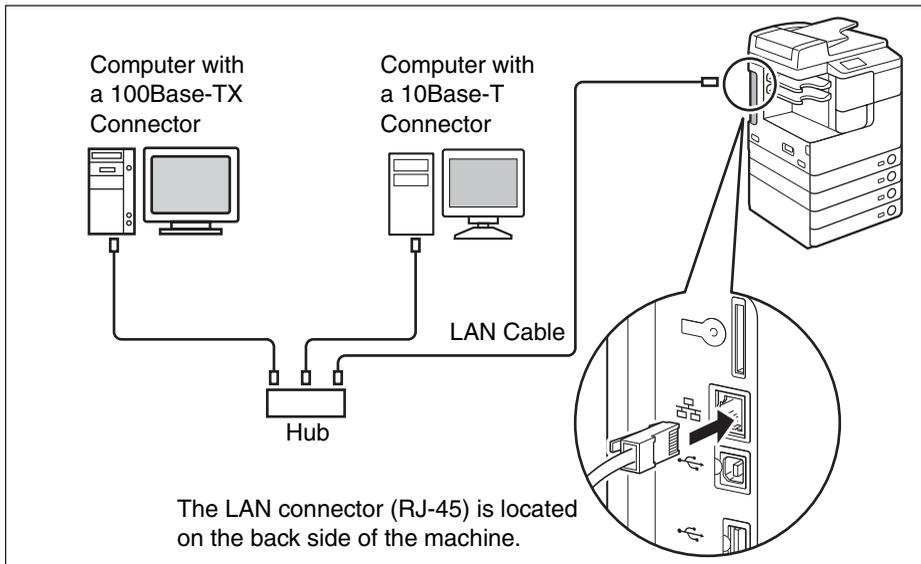
🖐 IMPORTANT

You cannot use the machine as a repeater, bridge, or gateway.

✐ NOTE

- The machine can automatically detect the Ethernet speed (10Base-T or 100Base-TX).
- In a mixed 10Base-T/100Base-TX environment, devices on the network (hubs, routers, etc.) must support the mixed environment. For more information, contact your local authorized Canon dealer.

Using the Machine as a Fax Device

With the optional Super G3 Fax Board-AG1 attached, the machine can be used as a traditional fax machine. Connect a modular cable to the machine as shown below. For more information on the telephone line, contact your local telephone company.

The telephone line jack is located on the left side of the machine.

LINE

Modular cable

Telephone wall jack
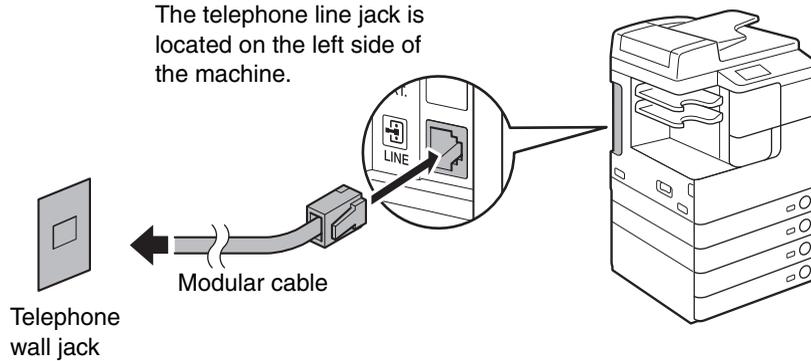
🖐 IMPORTANT

Before using the fax function, you must set the machine configuration. Fore more information, see Chapter 1, "Introduction to Send and Fax Functions," in the *Sending and Facsimile Guide*.

Before You Start Using the Machine

2

This chapter describes how to turn ON/OFF the machine, describes the setup procedures, and guides you to the appropriate manuals for the required setup instructions.

Main Power and Control Panel Power

The machine has two power switches: the main power switch and the control panel power switch. When the main power switch is turned ON, the control panel power switch is also turned ON. If you want to shut down the machine, you must turn OFF the control panel before turning OFF the main power.

How to Turn ON the Main Power

This section explains how to turn ON the main power.

✎ NOTE

For instructions on how to turn OFF the main power, see "Turning OFF the Main Power," on p. 2-4.

1 **Make sure that the power plug is firmly inserted into the power outlet.**

⚠ WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

2
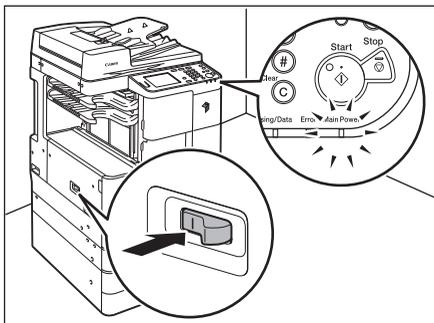
Press the main power switch (located on the left side of the machine) to the "I" side.

The main power indicator on the control panel lights up when the main power is turned ON.

🖐 IMPORTANT

• If the main power indicator does not light up, make sure that the power plug is properly inserted into the power outlet.

• If the optional Cassette Heater Unit-37 is attached, it will enter the Standby mode when you turn ON the machine's main power. For more information on the Cassette Heater Unit-37, contact your local authorized Canon dealer.
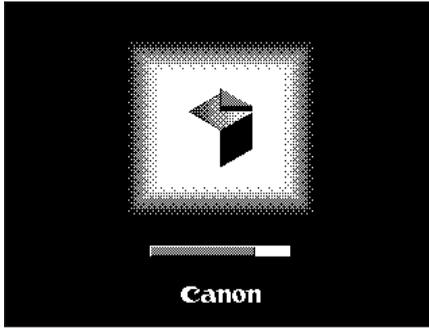
3 Wait until the machine is ready to scan.

The screen on the left is displayed until the machine is ready to scan.
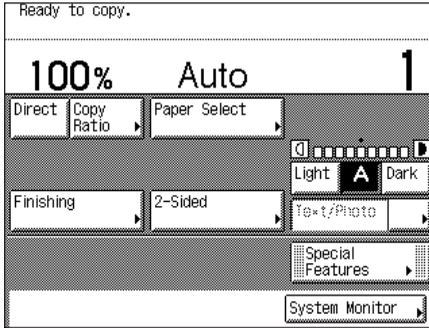
The screen on the left is displayed when the machine is ready to scan.

```
Ready to copy.

 100%     Auto              1
Direct  Copy    Paper Select
        Ratio

                              ◁ ·········· ▷
                              Light  A  Dark
Finishing    2-Sided      Text/Photo

                              Special
                              Features
                              System Monitor
```

NOTE
- If the machine is managed with department IDs or user IDs, the log-in screen appears. In this case, enter your department ID or user ID (and password). (See Chapter 2, "Basic Operations," in the *Reference Guide*.)
- You can select the top screen of the desired function that appears when the machine is turned ON. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

Using the Control Panel Power Switch (Sleep Mode)
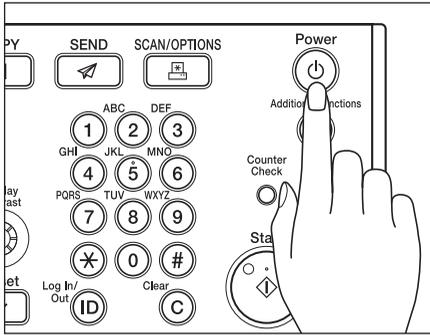
To turn the control panel ON or OFF, press the control panel power switch. When the control panel is turned OFF, the machine is in the Sleep mode.

📎 NOTE

- The machine will not enter the Sleep mode when it is in operation.
- The machine can receive, forward, or print documents when it is in the Sleep mode.

Control Panel Power Switch	Machine Status
ON	Ready
OFF	Sleep mode

Turning OFF the Main Power
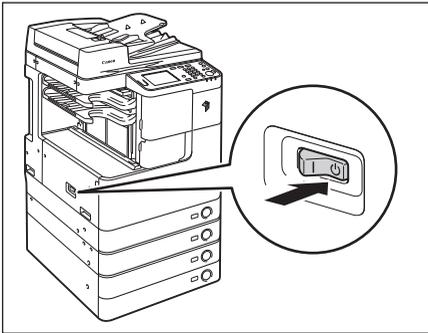
To safely turn OFF the machine's main power, press the main power switch (located on the left side of the machine) to the "⏻" side.

The main power indicator on the control panel is turned OFF.

⚠ **WARNING**

Do not unplug the power cord before turning OFF the main power. Doing so may result in electrical shock, damage the machine, or destroy the stored data.

Setup Flow

The machine is equipped with a wide variety of functions, some of which may require optional equipment or specific setups to become fully functional. Use the following table to figure out which setup procedures are required before using the desired functions.

📝 **NOTE**

For available functions on a product basis, see "Available Features," on p. xiii.

√ : Required

No.	Setup Items	Function							
		Send E-Mail /I-Fax	Send to File Server	Fax	Fax (from a client Computer)	Print	Remote Scan	Remote UI	Others*
1	Cable Connection (USB/ Ethernet/ Telephone)	√	√	√	√	√	√	√	
2	License Registration (Activation)	√	√			√ (PCL/PS only)			√
3	TCP/IP Network Settings	√	√		√	√	√	√	
4	E-mail/I-Fax Settings	√							
5	Fax Settings			√	√				
6	Software Installation				√	√	√		
7	File Server Setup		√						

* Other functions include Send to USB memory media, Searchable PDF, and Barcode Printing.

1 Cable Connection (See "Cable Connection," on p. 1-8.)

Connect the machine to your computer or network using the USB or Ethernet cables. If the Fax function is available, connect the telephone cable to the machine and the wall jack.

2 License Registration (Activation) (See the *System Settings Guide*.)

Activate the functions that require license registration by performing the following:

- Obtain a license key from the Canon Web site.
- Enter the license key via the touch panel display to activate the function.

3 TCP/IP Network Settings (See the *System Settings Guide*.)

Specify the machine's network address and establish a connection to a computer on your network. After successfully connecting the machine to the network, configure the machine for the network environment.

4 E-mail/I-Fax Settings (See the *System Settings Guide*.)

E-mails/I-faxes are sent through the SMTP server. To receive I-faxes, a POP3 server is required. After activating the Color Send Kit-Y1 (optional for the imageRUNNER 2545/2535/2530/2525/2520), you must specify the following:

- The machine's e-mail address
- The SMTP server
- The POP3 server

5 Fax Settings (See the *Sending and Facsimile Guide*.)

Before sending/receiving faxes, you must specify the following:

- Unit telephone number (the machine's fax number)
- Telephone line type
- Sender name
- Unit name

6 Software Installation (See Chapter 3, "Accompanying CD-ROMs.")

To print, fax, or scan documents from your computer, you must install the following drivers or utility software:

- Print: UFRII LT, PCL, or PS printer driver
- Fax: Fax driver
- Remote Scan: Color Network ScanGear
  (See the *Driver Software Guide*.)

7 File Server Setup (See the *System Settings Guide*.)

Before sending your data to a computer on the network, you must set up the computer as a file server. You can send data over a TCP/IP network to any of the following:

- FTP servers
- Shared folders (Windows 2000/XP/Vista/7/Server 2003/Server 2008)
- Shared folders (Samba)

Accompanying CD-ROMs

3

CHAPTER

This chapter describes the CD-ROMs that come with the machine.

UFRII LT User Software

The printer driver is software that is required in order to print from applications, such as Microsoft Word/Excel/PowerPoint, etc., on your computer. The printer driver also enables you to configure settings related to printing.

The UFRII LT printer driver is installed from the UFRII LT User Software CD-ROM.
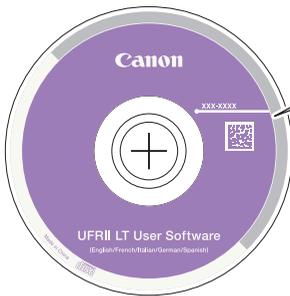
For Windows:

UFRII LT Printer Driver

Color Network ScanGear

Printer Driver Installation Guide

Network ScanGear Installation Guide

Contents of CD-ROM

■ UFRII LT Printer Driver

With the UFRII LT printer driver, the various data processing tasks conventionally executed within the printer are appropriately divided between the host PC and the printer to greatly reduce the overall printing time. The workload can be delegated to match the output data, thus realizing a significant increase in speed through optimization.

■ Color Network ScanGear

With the Color Network ScanGear, originals placed in the feeder/platen glass can be scanned and imported to a computer on the network. The Color Network ScanGear is called from a TWAIN-compliant application on your computer desktop.

Examples of applications that support TWAIN are as follows:

- Adobe Photoshop
- Adobe Acrobat
- Microsoft Word/Excel/PowerPoint etc. in Office 2000 or later

■ Printer Driver Installation Guide

Read this HTML manual before installing the printer driver.

■ Network ScanGear Installation Guide

Read this HTML manual before installing the Color Network ScanGear.

System Requirements

Before installing the software, make sure that your system meets the system requirements outlined below.

UFRII LT Printer Driver

■ Software

- Operating Systems:
  - Microsoft Windows 2000
  - Microsoft Windows XP
  - Microsoft Windows Vista
  - Windows 7
  - Microsoft Windows Server 2003
  - Microsoft Windows Server 2008

📎 NOTE

Supported operating systems may vary depending on the version of the printer driver used.

■ Hardware

- Computer:
  - Any computer that runs the above systems
- Memory:
  - The amount of memory required to run the above systems correctly

Color Network ScanGear

■ Software:

- Operating Systems:
  - Microsoft Windows 2000
  - Microsoft Windows XP (32bit)
  - Microsoft Windows Vista (32bit)
  - Windows 7 (32bit)
  - Microsoft Windows Server 2003 (32bit)
  - Microsoft Windows Server 2008 (32bit)
- Application Software:
  - TWAIN-compliant applications (such as Adobe Photoshop, Adobe Acrobat, Microsoft Word/Excel/PowerPoint etc. in Office 2000 or later)

■ Hardware:

- Computer
  - Any computer that runs the above systems

- Hard disk space
  - The amount of disk space required to run the above systems correctly
- Memory
  - The amount of memory required to run the above systems correctly
- A display with a resolution of at least 640 × 480 (800 × 600 or more recommended) and capable of displaying at least 256 colors.
- A network host adapter capable of TCP/IP and UDP/IP communication on an Ethernet network.

NOTE

When scanning a large number of images or images containing large amounts of image data, an insufficient memory error or significant loss of scanning speed may occur. If this happens, the following procedures should prove useful:
- Increase the amount of hard disk space by deleting or otherwise appropriately processing unnecessary files on the hard disk, etc.
- Rescan with reduced resolution.
- Increase the amount of RAM.
- Increase the amount of virtual memory to the highest possible.

Installation

From the menu screen of the CD-ROM, you can begin installing the software or display the HTML manuals to view details about the installation procedure.
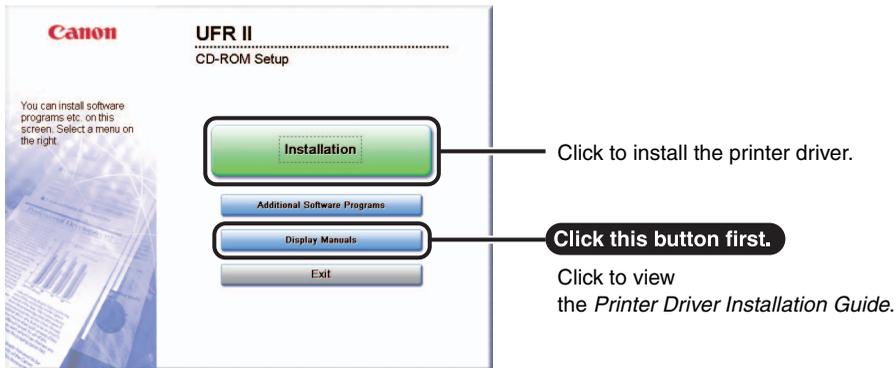
■ CD-ROM Menu:

Click to install the printer driver.

Click this button first.

Click to view the *Printer Driver Installation Guide*.

NOTE

View the HTML manuals before you start the installation. You cannot view the HTML manuals while the installation is in progress.

PCL User Software

The PCL printer driver is installed from the PCL User Software CD-ROM.

🤚 IMPORTANT
The PCL User Software CD-ROM is included with the PCL Printer Kit-AF1 (optional for the imageRUNNER 2545/2535/2530/2525/2520).

For Windows:

PCL Printer Driver

Font Manager

Printer Driver Installation Guide
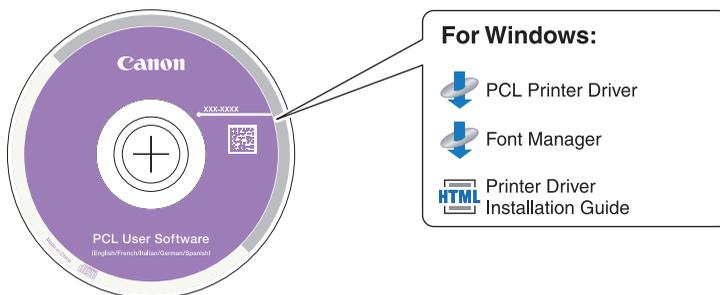
Contents of CD-ROM

■ PCL Printer Driver

The PCL5c, PCL5e, and PCL6 printer drivers can be used with most kinds of business application software. The PCL5c printer driver is for color printers, the PCL5e printer driver is for black-and-white printers, and the PCL6 printer driver is for both color and black-and-white printers. PCL6 is an advanced version of PCL5c and PCL5e, and offers superior printing quality and speed. The PCL5e printer driver is provided as standard with black-and-white printers.

■ Printer Driver Installation Guide

Read this HTML manual before installing the printer driver.

■ Font Manager

Use this software to manage fonts and view them accurately in Windows. Double-click [Canonfm] → the [Setup.exe] icon to install the software. For more information, see the Readme.txt file located in \Canonfm\program files\Canon\Font Manager\English.

System Requirements

Before installing the software, make sure that your system meets the system requirements outlined below.

■ Software

- Operating Systems:
  - Microsoft Windows 2000
  - Microsoft Windows XP
  - Microsoft Windows Vista
  - Windows 7
  - Microsoft Windows Server 2003
  - Microsoft Windows Server 2008

NOTE

Supported operating systems may vary depending on the version of the printer driver used.

■ Hardware

- Computer:
  - Any computer that runs the above systems
- Memory:
  - The amount of memory required to run the above systems correctly

Installation

From the menu screen of the CD-ROM, you can begin installing the software or display the HTML manual to view details about the installation procedure.

■ CD-ROM Menu:

Click to install the printer driver.

Click this button first.

Click to view the *Printer Driver Installation Guide*.

NOTE

View the HTML manuals before you start the installation. You cannot view the HTML manuals while the installation is in progress.

PS User Software

The PS printer driver is installed from the PS User Software CD-ROM.

⚠ IMPORTANT
> The PS User Software CD-ROM is included with the PS Printer Kit-AF1 (optional for the imageRUNNER 2545/2535/2530/2525/2520).

For Windows:

PS Printer Driver

Printer Driver Installation Guide
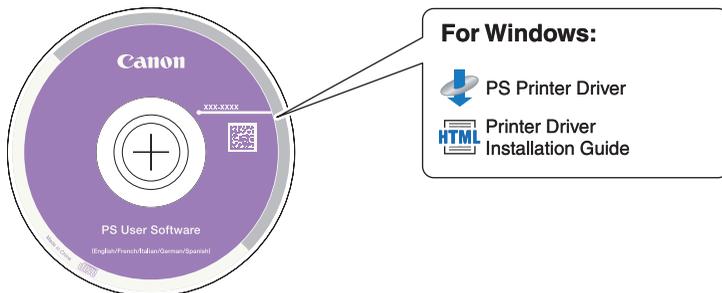
Contents of CD-ROM

■ PS Printer Driver

The PS printer driver converts print data from applications into data for use with PS printers, and sends it to the printer. As well as converting print data, it can also enable you to configure settings relating to finishing and detailed settings such as color adjustment, and provides an appropriate print environment for desktop publishing and publishing on demand.

■ Printer Driver Installation Guide

Read this HTML manual before installing the printer driver.

System Requirements

Before installing the software, make sure that your system meets the system requirements outlined below.

■ Software

- Operating Systems:
  - Microsoft Windows 2000
  - Microsoft Windows XP
  - Microsoft Windows Vista
  - Windows 7
  - Microsoft Windows Server 2003
 - Microsoft Windows Server 2008

■ Hardware

- Computer:
  - Any computer that runs the above systems
- Memory:
  - The amount of memory required to run the above systems correctly

Installation

From the menu screen of the CD-ROM, you can begin installing the software or display the HTML manual to view details about the installation procedure.

■ CD-ROM Menu:

Click to install the printer driver.

Click this button first.

Click to view
the *Printer Driver Installation Guide*.

✐ NOTE

View the HTML manuals before you start the installation. You cannot view the HTML manuals while the installation is in progress.

Fax Driver Software (Optional)

The fax driver is software that is required in order to send faxes from applications on your computer desktop. The fax driver is installed from the Fax Driver Software CD-ROM.

🖐 IMPORTANT

The Fax Driver Software CD-ROM is included with the optional Super G3 Fax Board-AG1.

For Windows:

Fax Driver

Fax Driver
Installation Guide

Contents of CD-ROM

■ **Fax Driver**

With the fax driver installed on your computer, you can fax documents directly from applications on your computer desktop, instead of scanning originals on the machine.

■ **Fax Driver Installation Guide**

Read this HTML manual before installing the fax driver.

System Requirements

Before installing the software, make sure that your system meets the system requirements outlined below.

■ Software

- Operating Systems:
  - Microsoft Windows 2000
  - Microsoft Windows XP
  - Microsoft Windows Vista
  - Windows 7
  - Microsoft Windows Server 2003
  - Microsoft Windows Server 2008

■ Hardware

- Computer:
  - Any computer that runs the above systems
- Memory:
  - The amount of memory required to run the above systems correctly

Installation

From the menu screen of the CD-ROM, you can begin installing the software or display the HTML manual to view details about the installation procedure.

■ CD-ROM Menu:

Click to install the fax driver.

Click this button first.

Click to view
the *Fax Driver Installation Guide*.

✎ NOTE

View the HTML manuals before you start the installation. You cannot view the HTML manuals while the installation is in progress.

Using the Basic Functions

4

This chapter describes the operations of the machine's basic functions.

Making a Copy

This section describes the basic operation procedure for copying originals.

1 Display the Copy Screen
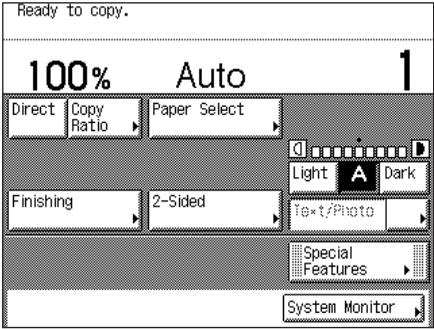
Press ▢ (COPY) to display the top screen of the Copy function.

- If the machine is in the Sleep mode, press ⏻ (Power).

2 Place Your Originals
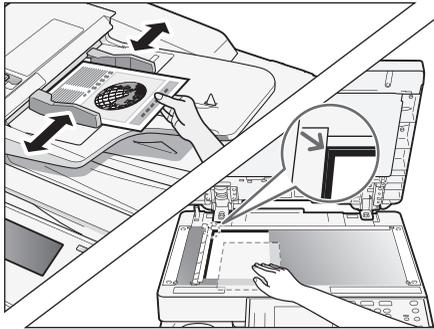
Place your originals in the feeder or on the platen glass.

- Close the feeder/platen cover after placing your originals on the platen glass.

How to Log in to the Machine
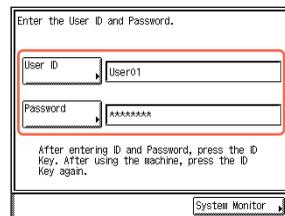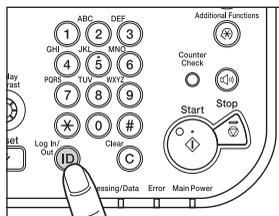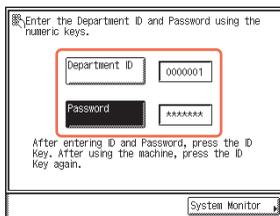
- Enter your department ID and password if the screen prompts you to do so → press ⓘ (Log In/Out).
- Enter your user ID and password if the screen prompts you to do so → press ⓘ (Log In/Out).
- Insert the control card if the screen prompts you to do so.
- When you have finished the operations, press ⓘ (Log In/Out) or remove the control card to log out.

For more information, see Chapter 2, "Basic Operations," in the *Reference Guide*.

3 Specify the Number of Copies
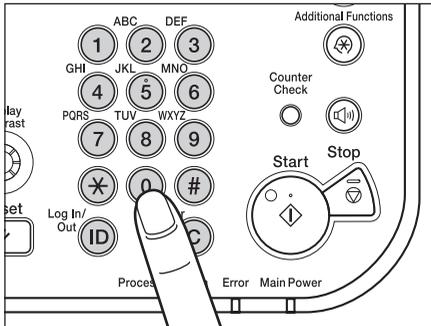
Enter the desired number of copies (1 to 999) using the numeric keys.

- To change the value you have entered, press Ⓒ (Clear) → enter the correct value.
- The number of copies you specify is displayed on the upper right side of the touch panel display.
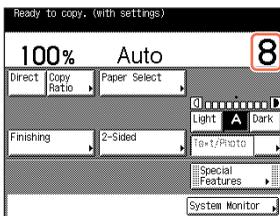
4 Start Copying
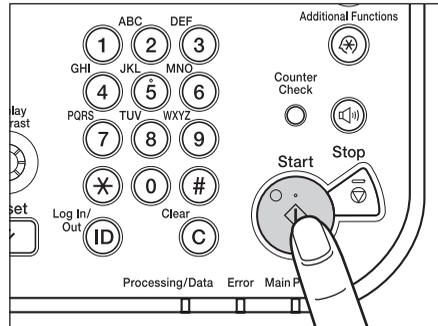
Press ◊ (Start).

- When the screen below appears, select the original size → press [OK] → ◊ (Start).
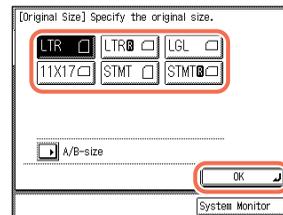
- To cancel copying, press ⓢ (Stop). You can also cancel the current copy job by pressing [Cancel] on the screen indicating the copy processing status.*

* The canceling procedure differs depending on the job status. For more information, see Chapter 1, "Introduction to Copy Function," in the *Copying Guide*.

4

Using the Basic Functions

Printing from a Computer

This section describes the basic operation procedure for printing a document from a computer.

1 Open the [Print] Dialog Box
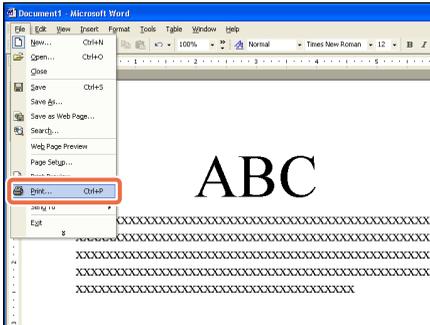
In the application you open the document to print from, click the [File] menu → select [Print].

2 Select the Printer
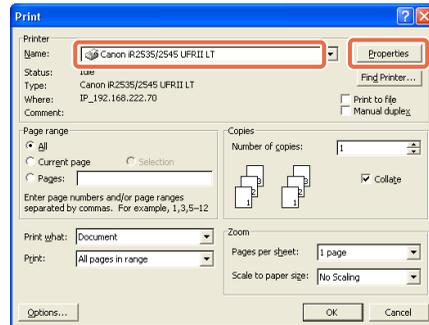
In the [Print] dialog box, select your printer → click [Properties]*1.

- On this screen, you can specify the number of prints, and pages to print. If you need no detailed settings, click [OK]*2 to start printing.

*1 The name of the button to display the printer setting sheet shown on step 3 may vary depending on the application you are using.

*2 The name of the button to start printing may vary depending on the application you are using.

† The dialog boxes for print settings shown in steps 2 and 4 may vary depending on the application you are using.

Printer Driver
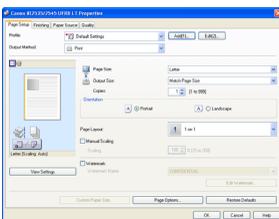
The printer driver installed on your computer enables the machine to print the documents from the applications on your computer. The printer driver also enables you to specify the various print settings such as paper size and finishing style.

For more information on the printer driver settings, see the *Driver Software Guide*.

3 Specify the Print Settings

In each sheet of the printer setting dialog box, specify the print settings that suit your preferences → click [OK].

For more information on the print settings, see the *Driver Software Guide*.

4 Start Printing
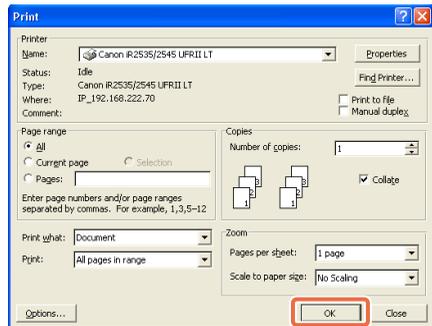
Specify the number of prints and pages to print as necessary → click [OK].[*1]

- To cancel printing on your computer, click [Cancel] in the dialog box that appears when the print data is being processed.
- To cancel printing on the machine's control panel, use the System Monitor screen displayed by pressing ⊗ (Stop) or [System Monitor].[*2]

*1 The name of the button to start printing may vary depending on the application you are using.

*2 The canceling procedure differs depending on the job status. For more information, see Chapter 2, "Managing Print Jobs," in the *Printer Guide*.

Sending a Document (E-Mail, I-Fax, File Server, and USB Memory Media Device)

This section describes the basic operation procedure for sending a document.
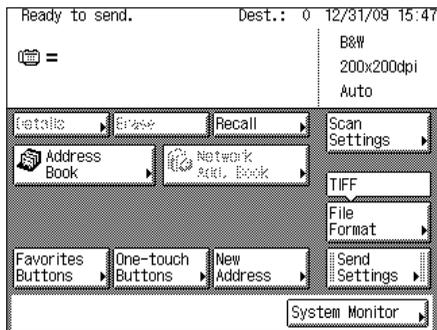
1 Display the Send Screen

Press [SEND] (SEND) to display the top screen of the Send and Fax functions.

- If the machine is in the Sleep mode, press (Power).
- Enter your ID and password or insert the control card if the screen prompts you to do so. (See "How to Log in to the Machine," on p. 4-2.)

2 Place Your Originals

Place your originals in the feeder or on the platen glass.

- Close the feeder/platen cover after placing your originals on the platen glass.

IMPORTANT

The Send function is available only when the Color Send Kit-Y1 (optional for the imageRUNNER 2545/2535/2530/2525/2520) is activated.

3 Specify the Destination
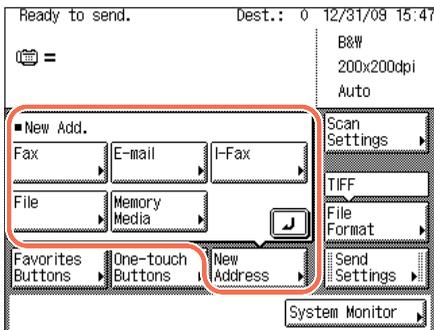
Press [New Address] → select the sending method → specify the destination.

- You can also specify the destination by using [Address Book], [Favorites Buttons], or [One-touch Buttons]. These functions save you the effort of entering a destination each time you send documents.

For information on specifying destinations, see Chapter 4, "Specifying Destinations Easily and Quickly," in the *Sending and Facsimile Guide*.

† Some USB memory media devices are not compatible with the machine. For more information, see Chapter 2, "Sending Documents," in the *Sending and Facsimile Guide*.
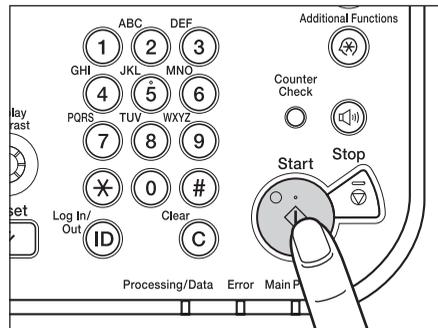
4 Start Sending

Press ⟨◇⟩ (Start).

- When the screen below appears, select the original size → press [OK] → ⟨◇⟩ (Start).
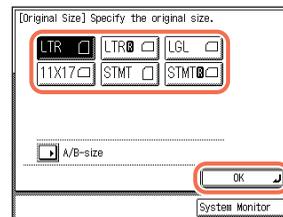
- To cancel scanning originals, press ⟨◎⟩ (Stop). You can also cancel scanning originals by pressing [Cancel] on the screen indicating the send processing status.

For instructions on how to cancel sending a document during transmission, see Chapter 2, "Sending Documents," in the *Sending and Facsimile Guide*.

Sending a Fax

This section describes the basic operation procedure for sending a fax.

1 Display the Send Screen
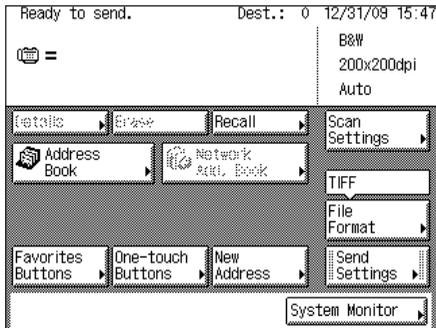
Press [✍] (SEND) to display the top screen of the Send and Fax functions.

- If the machine is in the Sleep mode, press (⏻) (Power).
- Enter your ID and password or insert the control card if the screen prompts you to do so. (See "How to Log in to the Machine," on p. 4-2.)

2 Place Your Originals
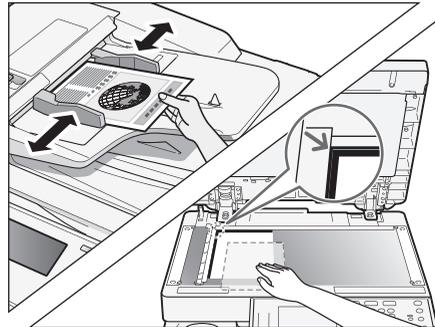
Place your originals in the feeder or on the platen glass.

- Close the feeder/platen cover after placing your originals on the platen glass.

📥 IMPORTANT
The Fax function is available only when the optional Super G3 Fax Board-AG1 is attached to the machine.

Using the Basic Functions

4

3 Enter the Fax Number
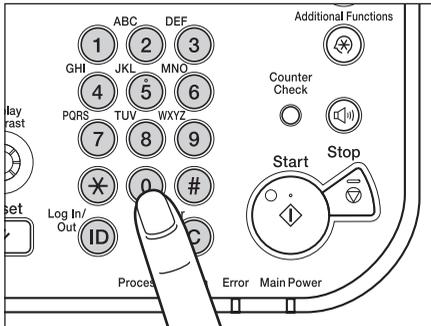
Enter the fax number using ⓪ - ⑨ (numeric keys).

- You can also specify the destination by using [Address Book], [Favorites Buttons], or [One-touch Buttons]. These functions save you the effort of entering a fax number each time you send documents.

For information on specifying destinations, see Chapter 4, "Specifying Destinations Easily and Quickly," in the *Sending and Facsimile Guide*.

4 Start Sending

Press ⬙ (Start).

- When the screen below appears, select the original size → press [OK] → ⬙ (Start).

```
[Original Size] Specify the original size.

  LTR      LTRR     LGL
  11X17    STMT     STMTR

  A/B-size

                          OK
                   System Monitor
```
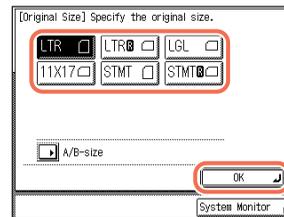
- To cancel scanning originals, press ⬛ (Stop). You can also cancel scanning originals by pressing [Cancel] on the screen indicating the fax processing status.

For instructions on how to cancel sending a document during transmission, see Chapter 2, "Sending Documents," in the *Sending and Facsimile Guide*.

Scanning from a Computer (Remote Scan)

This section describes the basic operation procedure for scanning originals to load the scanned images to a computer.

1 Display the Remote Scan Screen
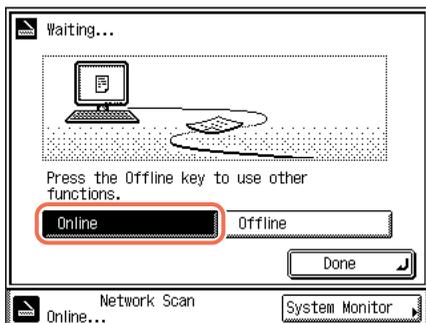
Press ⬚ (SCAN/OPTIONS) to display the Remote Scan screen → press [Online].

- If the machine is in the Sleep mode, press ⭘ (Power).
- Enter your ID and password or insert the control card if the screen prompts you to do so. (See "How to Log in to the Machine," on p. 4-2.)

2 Place Your Originals
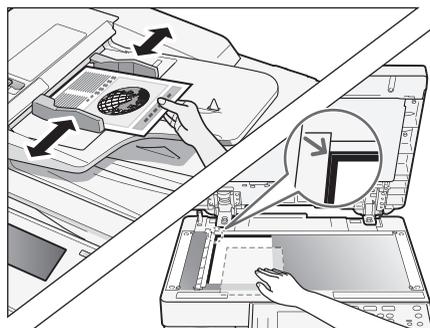
Place your originals in the feeder or on the platen glass.

- Close the feeder/platen cover after placing your originals on the platen glass.

🖐 IMPORTANT

The screen shots shown in this section may differ from the actual displays depending on the application or operating system used.

3 Open the Color Network ScanGear
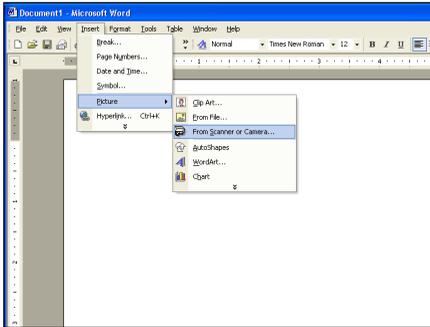
From the menu of the application, select the command* to start the scanning operation.

- Make sure that the Color Network ScanGear is selected as the scanner to be used.

For more information, see the documentation that comes with your TWAIN-compliant application.

* Command names include [Scan New], [Acquire], and others, depending on the application you are using.

## 4 Start Scanning
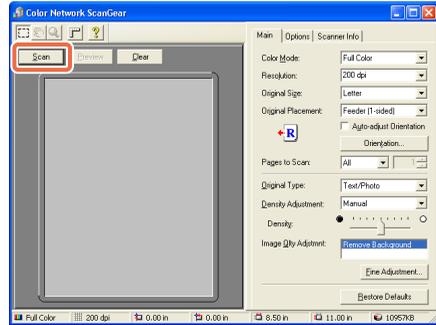
Specify the scan settings that suit your preferences → click [Scan].

- On the Color Network ScanGear dialog box, specify the settings such as the color mode and resolution.
- To cancel scanning, click [Cancel] in the dialog box that appears when the scan data is being processed.
- When scanning is complete, press [Offline] on the Remote Scan screen in step 1.

For instructions on how to specify the settings on the Color Network ScanGear dialog box, see the *Driver Software Guide*.

Operating the Machine from a Computer (Remote UI)

This section describes the basic operation procedure for accessing the machine from a computer by using the Remote UI.

1 Start Your Web Browser
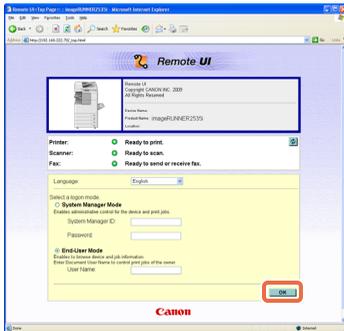
Start your web browser → enter the IP address* of the machine into the Web browser on your computer to access the Remote UI → press [ENTER] key on your computer keyboard.

* The IP address in the screen shots in this section is for illustrative purposes only. Ask your network administrator for the IP address of your machine.

2 Log in to the Remote UI
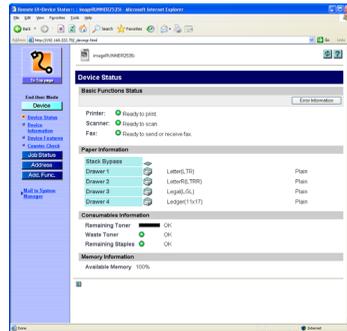
On the Remote UI top page displayed in step 1, enter your department ID or user ID and password* → click [OK].

- After successfully logging in, the Device Status page is displayed. Go to other pages as necessary by using the menu on the left side of the page.
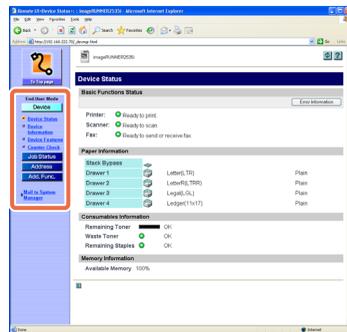
* The ID and password you have to enter when logging in depend on the Remote UI setting. Ask your system administrator for your ID and password.

Routine Maintenance

5

This chapter describes how to load paper, replace the toner, and clean the machine and introduces some of the consumables such as toner, stamp ink, and staple cartridges.

Paper Drawers

This section describes how to load paper in the paper drawers.

When any of the paper drawers are empty, the <Load Paper.> message is displayed on the touch panel display, indicating which paper drawer needs additional paper supply. To clear the message, load paper as described below.

⚠ CAUTION

Take care not to cut your hands on the edges of the paper when loading it into the machine.

🖐 IMPORTANT

- The paper sizes/types that can be loaded in the paper drawers are as follows:
  - Size: LTR, LTRR, LGL, 11" × 17", STMTR, or EXEC
  - Type: Plain, Recycled, Color, and 3-hole punch
    (See "Available Paper Stock," on p. 7-2.)
- With the optional Envelope Feeder Attachment-D1, the following envelopes can be loaded in the Paper Drawer 2: No.10 (COM10), ISO-B5, Monarch, ISO-C5, and DL. (See Chapter 4, "Optional Equipment," in the *Reference Guide*.)
- The number of available paper drawers may vary depending on the machine configuration. (See "Available Features," on p. xiii.)
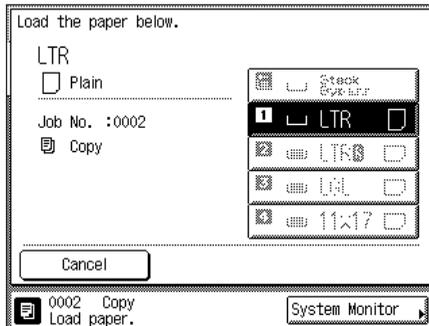
📝 NOTE

- If paper runs out while printing is in progress, the screen on the left appears. The remaining prints are automatically completed as soon as you load the correct paper.
- The screen on the left appears also when the paper drawers are not fully inserted in the machine.

Loading Paper

Load paper in the paper drawers as described below.

🤚 IMPORTANT
- Do not load nonstandard-sized paper in the paper drawers.
- Do not load the following types of paper in the paper drawers, as they may cause paper jams:
  - Severely curled or wrinkled paper
  - Lightweight straw paper (less than approximately 64 g/m^2)
  - Transparencies
  - Labels
  - Paper on which color images have been copied (or the reverse side of such paper)
  - Paper which has been printed on using a thermal transfer printer (or the reverse side of such paper)
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.
- Never place paper or anything in the empty part of the drawer next to the paper stack. Doing so may cause paper jams.
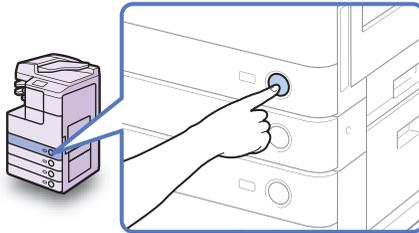
1   **Press the button on the paper drawer in which you want to load paper.**
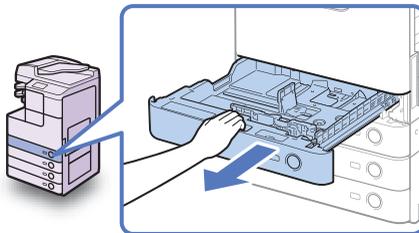
2   **Grip the handle and pull out the paper drawer until it stops.**

3
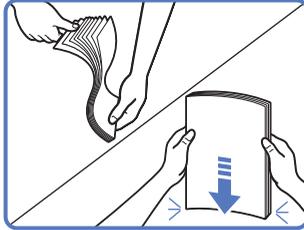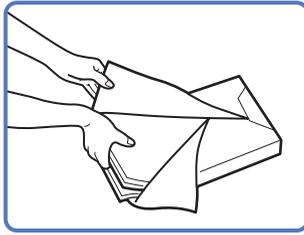
Open a package of paper and take out the paper stack from the package.

⚠ **CAUTION**

Take care not to cut your hands on the edges of the paper when loading it into the machine.

✋ IMPORTANT

Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

✏ NOTE

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.

4
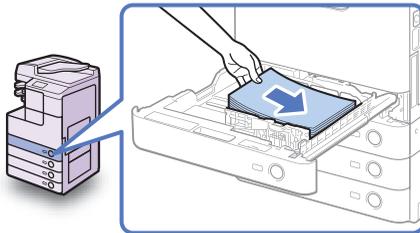
Load the paper stack into the paper drawer.

Even out the edges of the paper stack, and load the paper stack against the right wall of the paper drawer.

✋ IMPORTANT

- Rolled or curled paper must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark (▽▽▽) both on the left and back sides of the slide guides.
- Make sure that the paper size/type setting of the paper drawer matches the size/type of the paper that is being loaded.

✏ NOTE

- Each paper drawer holds about 550 sheets of paper (80 g/m^2) except that Drawer 1 of the imageRUNNER 2520 holds 250 sheets of paper (80 g/m^2).
- If there are instructions on the package of paper about which side of the paper to load facing up, follow those instructions.
- When paper is loaded into the paper drawer, the side facing up is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over and reloading it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see Chapter 7, "Appendix," in the *Reference Guide*.

5
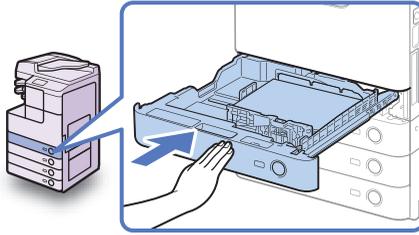
Routine Maintenance

5

Gently push the paper drawer back into the machine until it clicks into place.

> ⚠ **CAUTION**
>
> **When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.**

🖐 IMPORTANT

Make sure that the paper drawer is fully inserted. You will not be able to make prints if the paper drawer is not completely pushed into the machine.

🖉 NOTE

If there are remaining prints to be completed, the machine automatically resumes printing as soon as you load the correct paper.

Adjusting a Paper Drawer to Hold a Different Paper Size

If you want to change the size of paper in the paper drawer, adjust the slide guides for the new paper size as described below.

1
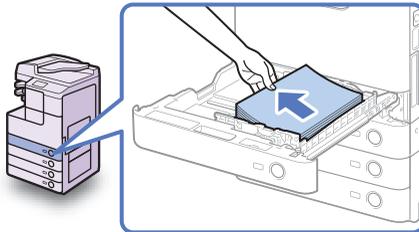
Open the paper drawer and remove all the loaded paper.

For instructions on how to open the paper drawer, see steps 1 and 2 of "Loading Paper," on p. 5-3.

2 Squeeze the lever on the side guide. Without releasing the lever, slide the side guide leftward or rightward to align it with the mark for the desired paper size.


Lever

Side Guide
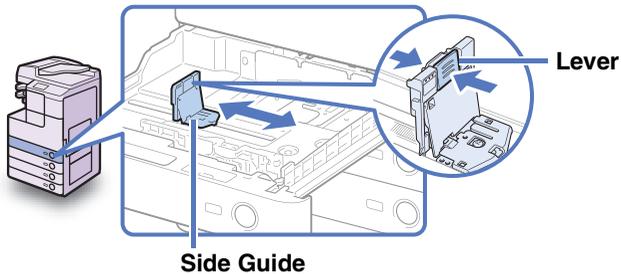
3 Squeeze the lever on the front guide. Without releasing the lever, slide the front guide backward or forward to align it with the mark for the desired paper size.

Lever

Front Guide
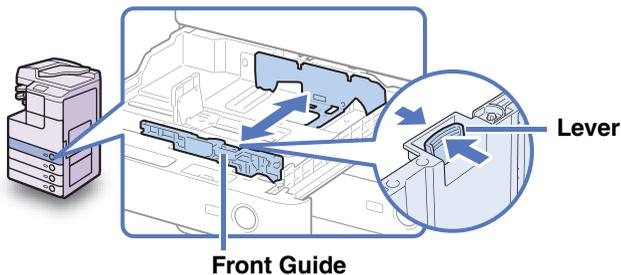
IMPORTANT
Adjust the guides correctly. Failure to do so may cause paper jams or dirty prints, or make the inside of the machine dirty.

4
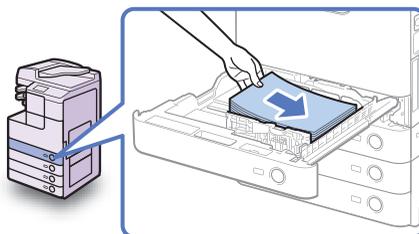
**Load the appropriate size of paper into the paper drawer.**

⚠ CAUTION
**Take care not to cut your hands on the edges of the paper when loading it into the machine.**

IMPORTANT
- Rolled or curled paper must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark (▽▽▽) both on the left and back sides of the slide guides.
- Make sure that the paper size/type setting of the paper drawer matches the size/type of the paper that is being loaded.

5 Change the paper size plates to indicate the correct paper size on the paper drawer.

Paper Drawer's Capacity: 550 sheets
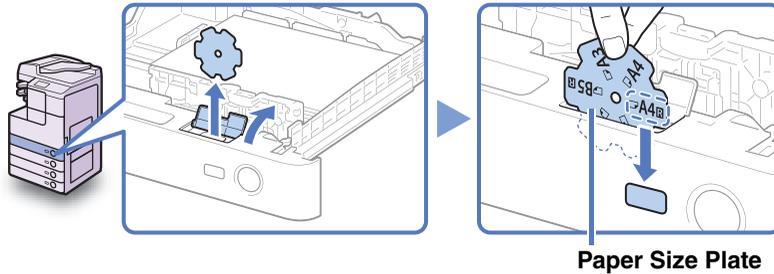
Paper Size Plate

Paper Drawer's Capacity: 250 sheets
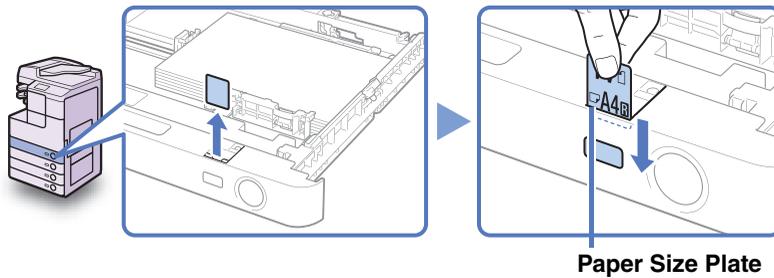
Paper Size Plate

📢 IMPORTANT

The paper sizes marked on the plates may include sizes that the machine is unable to use.

6
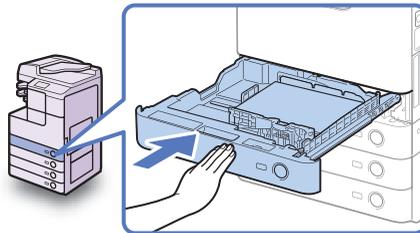
Gently push the paper drawer back into the machine until it clicks into place.

⚠ **CAUTION**

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

Replacing the Toner

When only a small amount of toner is left inside the machine, the message <Prepare the toner.> is displayed on the screen. Although you may continue printing, it is highly recommended that you prepare to install a new toner cartridge before the toner completely runs out.
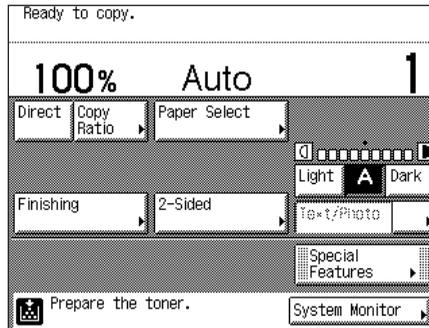
When toner runs out completely and prints can no longer be made, the message <Replace the toner.> appears on the touch panel display. Pressing [Recover Later] enables you to continue operations. However, you have to replace the toner cartridge to make further prints.
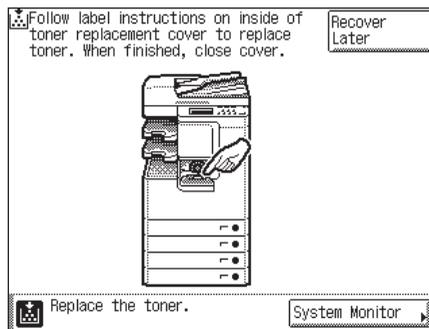
⚠ WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges or paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.**
- **When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.**

⚠ **CAUTION**
- **Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.**
- **Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing with warm water may set the toner permanently, making the stains impossible to remove.**

🖐 IMPORTANT
- Use only toner cartridges intended for use with the machine. (See "Consumables," on p. 5-17.)
- Do not replace toner cartridges until the message prompting you to do so appears.
- Do not attempt to replace the toner cartridge while the machine is printing.

✎ NOTE
If toner runs out during a print job, the remaining prints are completed after you replace the toner cartridge.

1
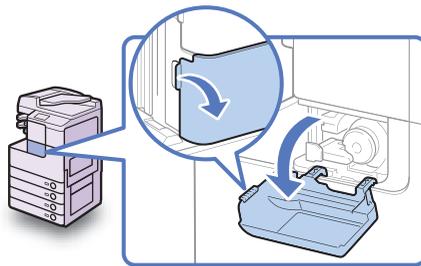
Open the toner replacement cover.

2
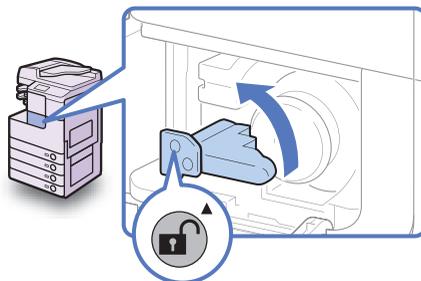
Unlock icon

**Turn the locking lever counterclockwise until it becomes vertical.**

🖐 IMPORTANT
Make sure that the down arrow (▼) on the locking lever is aligned with the up arrow (▲) of the Unlock icon position before proceeding.

3 Pull the toner cartridge out of the toner supply port.

Pull the toner cartridge out halfway with one hand, support it with the other hand from underneath, and then remove it completely while keeping it level.
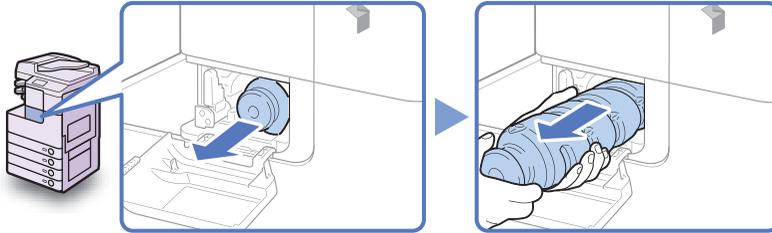
⚠ WARNING

Do not burn or throw used toner cartridges into open flames, as this may ignite the toner remaining inside the cartridge, and result in burns or a fire.
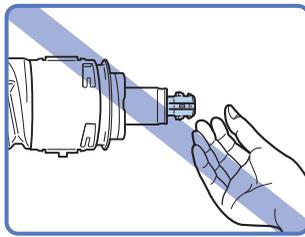

📑 IMPORTANT

- If the toner cartridge cannot be pulled out, check that the knob is turned all the way to the appropriate position.
- Do not touch the opening of the toner cartridge or subject it to shock by hitting it. Doing so may cause the toner to leak out of the cartridge.

4 Take the new toner cartridge out of the package and uncap it.

5

Routine Maintenance
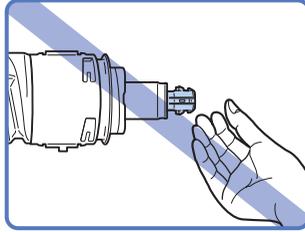
5 **Insert the new toner cartridge in the toner supply port as far as it will go.**

Support the new toner cartridge with one hand from underneath while pushing it into the machine with the other hand.
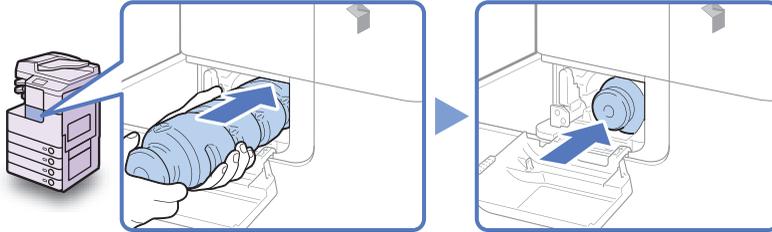

6
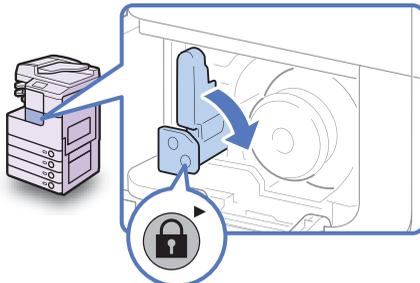
Lock icon

Return the locking lever to its original position.

7

Close the toner replacement cover.

Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine:

- Platen glass
- Underside of the feeder/platen cover
- Feeder scanning area and rollers

For high-quality printouts, we recommend that you clean these parts regularly.

⚠ WARNING

- **When cleaning the machine, first turn OFF the main power switch and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**

IMPORTANT

- Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may damage the plastic parts.
- Do not dampen the cloth too much, as excess water may damage the machine.
- Turning the main power OFF will erase all jobs in the machine's memory.

Platen Glass and Cover

Clean the platen glass and the underside of the feeder/platen cover as described below.

IMPORTANT

If the platen glass or the underside of the feeder/platen cover is dirty, the original may not be scanned clearly, or the size of the original may be incorrectly detected.

1 Clean the platen glass and the underside of the feeder/platen cover with a water-moistened cloth, and then wipe them clean with a soft, dry cloth.
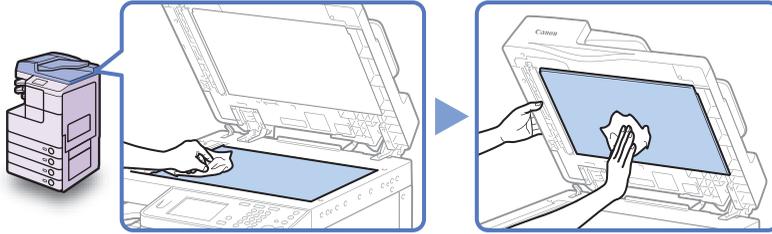
🖐 IMPORTANT
Do not dampen the cloth too much, as excess water may damage the machine.

Feeder Scanning Area and Rollers

Clean the feeder scanning area and rollers regularly as described below.

🖐 IMPORTANT
Do not dampen the cloth too much, as excess water may damage the machine.

📎 NOTE
The Feeder (DADF-AB1) is optional for the imageRUNNER 2530/2525/2520.

1
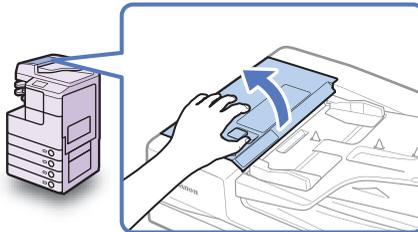
Open the feeder cover.

2
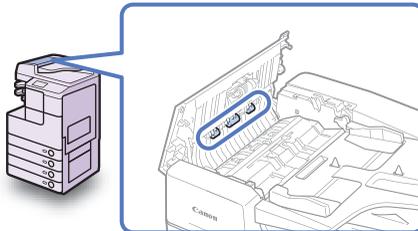
Clean the rollers (a total of three places) inside the feeder cover with a water-moistened cloth. Then, wipe the area with a soft, dry cloth.

Spin the rollers with your hand while cleaning them.

3 Open the inner cover, holding it by the front tab.

Tab
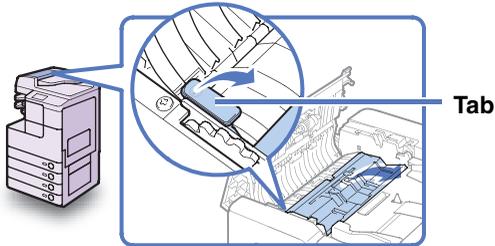
4
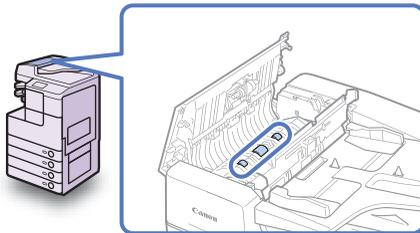
Clean the rollers (a total of three places) inside the inner cover with a water-moistened cloth. Then, wipe the area with a soft, dry cloth.

Spin the rollers with your hand while cleaning them.

5
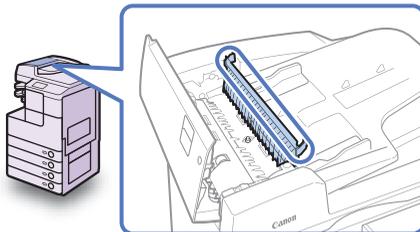
Clean the transparent plastic part of the inner cover with a water-moistened cloth. Then, wipe the area with a soft, dry cloth.

6
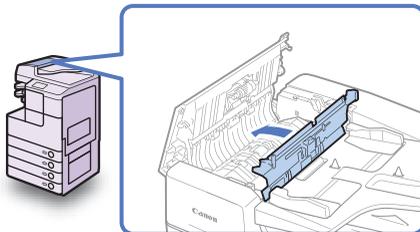
Close the inner cover.

⚠ **CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

Routine Maintenance

5

7 **Place your index finger on the feed dial. Without releasing the finger from the feed dial, open the feeder.**
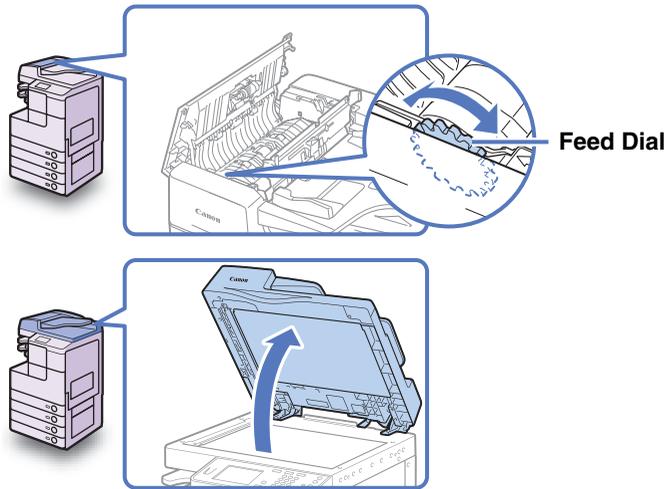
Feed Dial

8 **While using the feed dial to turn the resin roller, wipe the resin roller and its surroundings with a water-moistened cloth. Then, wipe the area with a soft, dry cloth.**
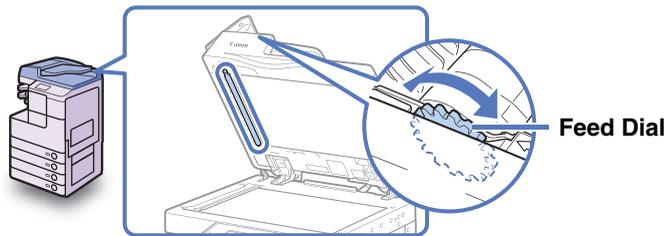
Feed Dial

📝 NOTE

If the feed dial cannot be reached while the feeder is opened, close the feeder → turn the feed dial slightly → open the feeder → clean the roller. Repeat these steps until the roller surface is completely clean.

9

Feeder Scanning Area
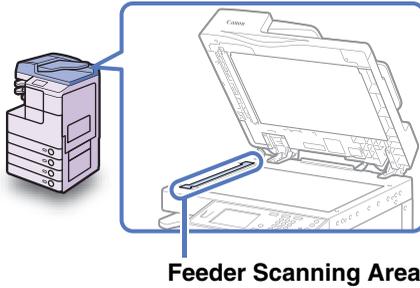
Clean the feeder scanning area (the left side of the platen glass) with a water-moistened cloth. Then, wipe the area with a soft, dry cloth.

10
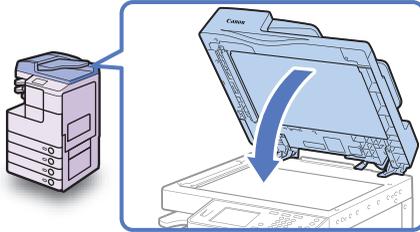
Close the feeder.

⚠ **CAUTION**

- **When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.**
- **Be aware that the light emitted from the platen glass may be very bright when closing the feeder.**

11
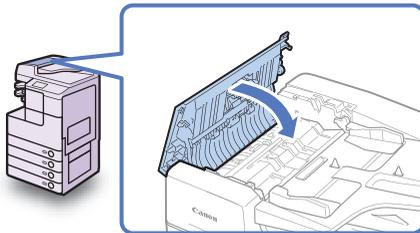
Close the feeder cover.

⚠ **CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

Consumables

The consumables described in this section are available from Canon. For more information, contact your local authorized Canon dealer.

We recommend that you order these consumables from your local authorized Canon dealer before your stock runs out.

> ⚠ **CAUTION**
>
> **Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.**

Paper Stock

In addition to plain paper (LTR, LGL, 11" × 17", and STMT), recycled paper, color paper, transparencies (recommended for the machine), labels, and other types of paper stock are available. For more information, contact your local authorized Canon dealer.

> ⚠ **CAUTION**
>
> **Do not store paper in places exposed to open flames, as this may cause the paper to ignite, resulting in burns or a fire.**

🖐 IMPORTANT
To prevent moisture build-up, tightly wrap any remaining paper in its original package for storage.

✐ NOTE
- For high-quality printouts, use paper recommended by Canon.
- Some commercially available paper types are not suitable for this machine. Contact your local authorized Canon dealer when you need to purchase paper.

Toner

If a message prompting you to replace the toner cartridge appears on the touch panel display, replace the toner cartridge with a new one. Use only toner cartridges intended for use with the machine.

■ **GPR-34 Black Toner**
  (for the imageRUNNER 2545i/2545/2535i/2535)

■ **GPR-35 Black Toner**
  (for the imageRUNNER 2530/2525/2520)

⚠ **WARNING**
- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite and result in burns or a fire.**

⚠ **CAUTION**
  Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

🖑 IMPORTANT
- Store toner cartridges in a cool location, away from direct sunlight. The recommended storage conditions are temperatures below 86 °F, and humidity below 80%.
- Do not store toner cartridges in an upright position.

Be careful of counterfeit toners

Please be aware that there are counterfeit Canon toners in the marketplace. Use of counterfeit toner may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner.

For more information, see http://www.canon.com/counterfeit.

Stamp Ink Cartridge

The stamp ink cartridge is used to stamp originals. Use the tweezers provided to remove and replace the stamp ink cartridge.

■ Stamp Ink Cartridge-C1

🖐 IMPORTANT

The Stamp mode is available only when the optional Stamp Unit-B1 is attached to the feeder (optional for the imageRUNNER 2530/2525/2520).

Staple Cartridge

If a message prompting you to load new staples appears on the touch panel display, replace the staple cartridge with a new one. Use only staple cartridges intended for use with the machine.

■ Staple-J1

🖐 IMPORTANT

The Staple mode is available only when the optional Inner Finisher-B1 is attached to the machine.

Genuine Supplies

Canon has developed and manufactured Toner, Parts, and Supplies specifically for use in this machine. For optimal print quality and for optimal machine performance and productivity, we recommend that you use Genuine Canon Toner, Parts, and Supplies. Contact your Canon Authorized Dealer or Service Provider for Genuine Canon Supplies.

5

Routine Maintenance

Troubleshooting

6

This chapter describes how to solve problems you may face when operating the machine.

Clearing Paper Jams

If paper is jammed inside the machine, the screen below appears on the touch panel display. Use this screen to immediately locate and clear the paper jam.
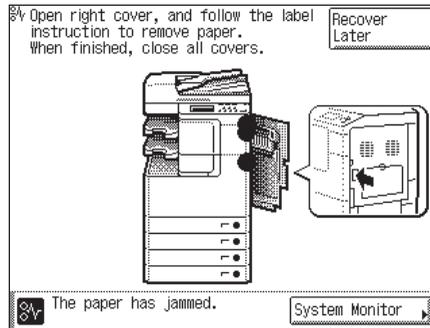
⚠ WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

⚠ CAUTION

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the parts on the inside of the machine. If you cannot remove the paper, please contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water may set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash immediately with cold water and immediately consult a physician.**
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**

- **After clearing all paper jams, remove your hands from the machine immediately. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the feed rollers, which could result in personal injury or damage if the machine suddenly starts printing.**

✋ IMPORTANT

After you have cleared all the paper jams, make sure to return all the levers and covers to their original positions. Once you have removed all of the jammed paper, printing resumes.

✐ NOTE

When all the paper jams are cleared, the machine automatically recalculates the number of copies or prints to make. You do not need to re-enter the number of copies or prints, even if you are printing multiple sets.

Fixing Unit

If paper is jammed in the fixing unit, remove the jammed paper as described below.
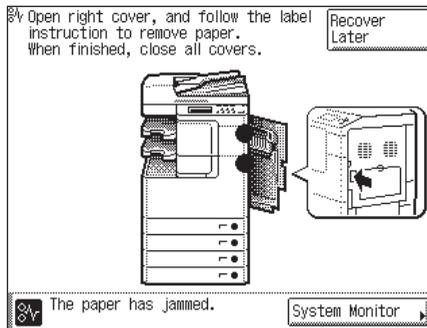
⚠ **CAUTION**

The fixing unit and its surroundings are subject to high temperatures. When removing jammed paper, do not touch anything in this area except the jammed paper or the upper cover.

1 **Press the button on the right cover of the main unit, and open the right cover.**

2
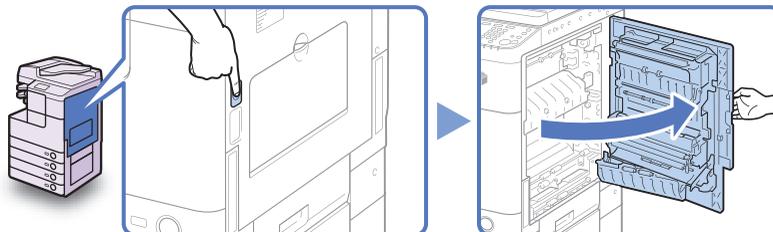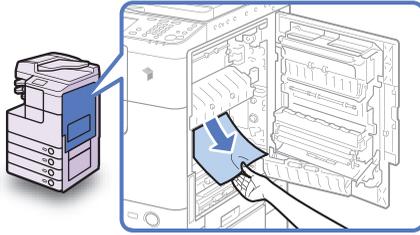
Remove any jammed paper protruding from the lower part of the fixing unit.

3
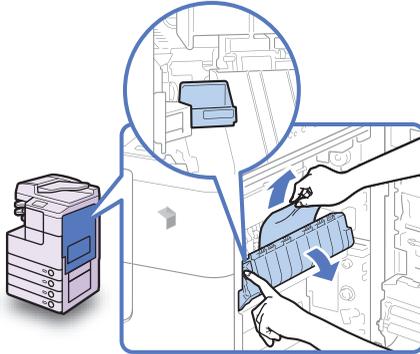
Pull down the upper cover of the fixing unit by the tab, and remove any jammed paper.

⚠ **CAUTION**

The fixing unit and its surroundings are subject to high temperatures. When removing jammed paper, do not touch anything in this area except the jammed paper or the upper cover.

4
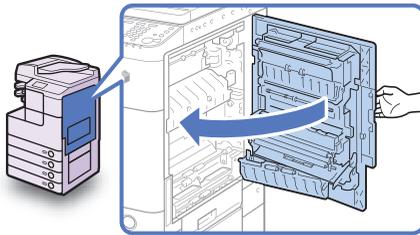
Place your hand where the hand symbol (✋) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place.

⚠ **CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

✋ IMPORTANT

After you have cleared all the paper jams, make sure to return all the levers and covers to their original positions. Once you have removed all of the jammed paper, printing resumes.

Paper Drawers 1 and 2

If paper is jammed inside Paper Drawers 1 and 2, remove the jammed paper as described below.
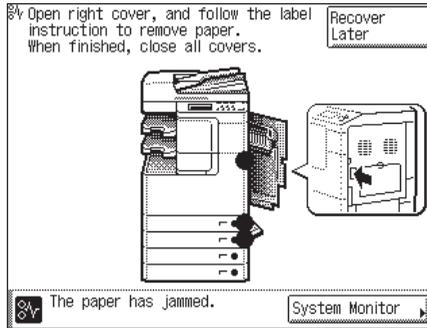
IMPORTANT

The procedure described in this section assumes that the machine is equipped with four paper drawers. The number of available paper drawers may vary depending on the machine configuration.

1 **Press the button on the right cover of the main unit, and open the right cover.**

2 **Remove any jammed paper.**

6

Troubleshooting
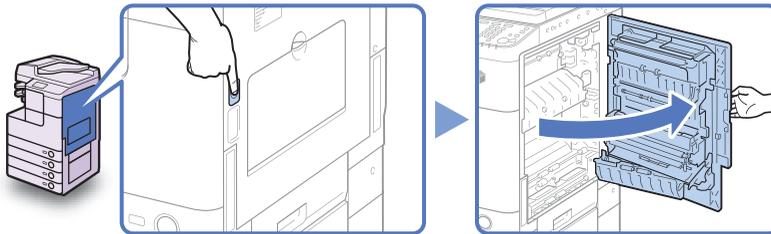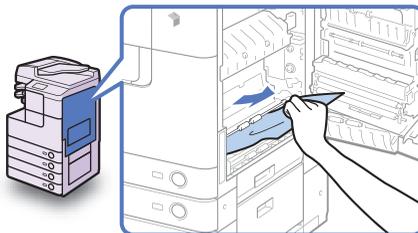
3 **Open the paper drawer's right cover, and remove any jammed paper.**
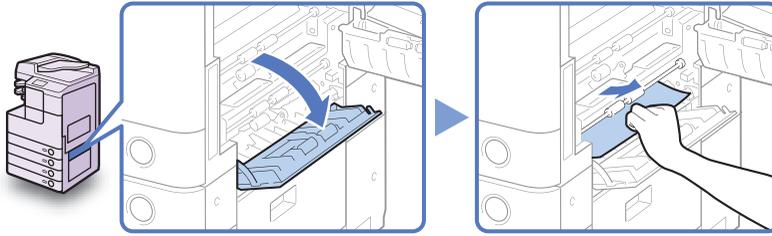
4 **Press the button on Paper Drawer 1, and pull out the drawer until it stops.**
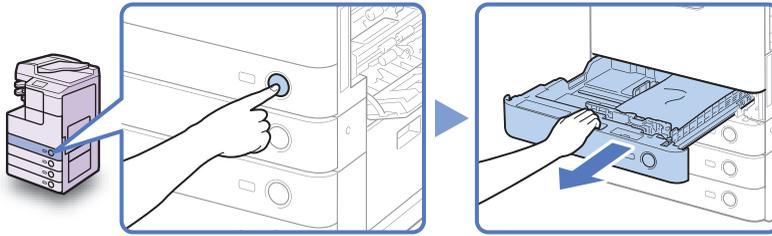
5 **Remove any jammed paper.**
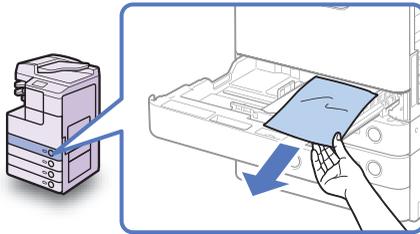
6 **Gently push the drawer back into the machine until it clicks into place.**
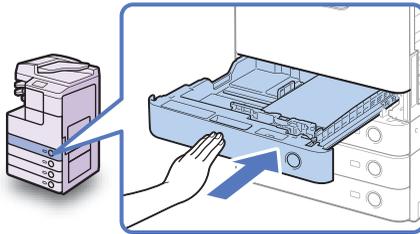
⚠ **CAUTION**

   When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

7 **Press the button on the Paper Drawer 2, and pull out the drawer until it stops.**
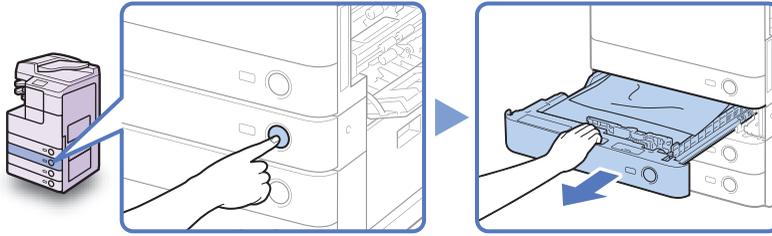
8

Remove any jammed paper.
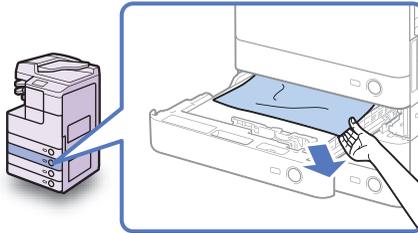
9

Gently push the drawer back into the machine until it clicks into place.
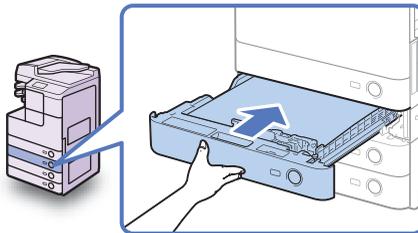
⚠ **CAUTION**

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

10

Close the paper drawer's right cover.
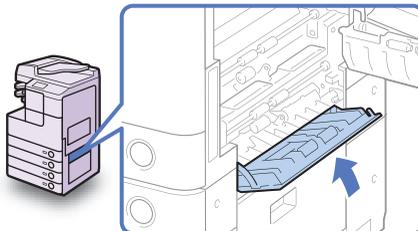
⚠ **CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

6

Troubleshooting

11

Place your hand where the hand symbol (✋) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place.

⚠ **CAUTION**

**When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

🖐 IMPORTANT

After you have cleared all the paper jams, make sure to return all the levers and covers to their original positions. Once you have removed all of the jammed paper, printing resumes.

Feeder (DADF-AA1/-AB1)

If paper is jammed in the feeder, remove the jammed paper as described below.

```
🖐 Paper is jammed in the indicated area.
   Open the ADF cover to remove the
   paper. Check the area below ADF also.




   🖐 The paper has jammed.        System Monitor ▸
```
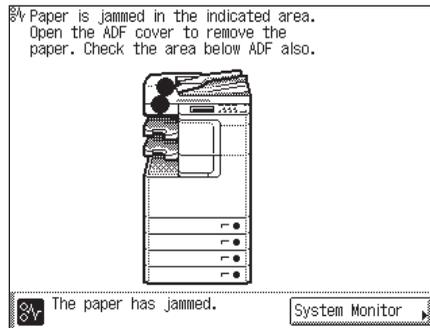
🖐 IMPORTANT

The Feeder (DADF-AB1) is optional for the imageRUNNER 2530/2525/2520.

1
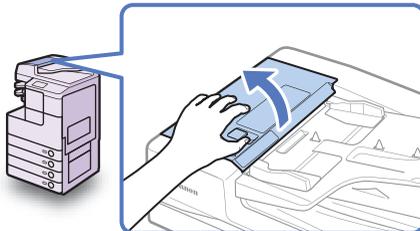
Open the feeder cover.

2 Open the inner cover, holding it by the front tab.

Tab
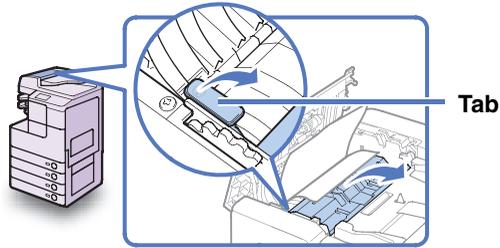
3 Turn the feed dial and remove any jammed originals.

Do not pull the original forcibly, because it may tear.

Feed Dial
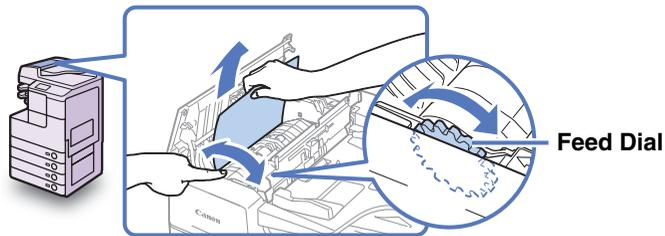
4 Close the inner cover, and then the feeder cover.
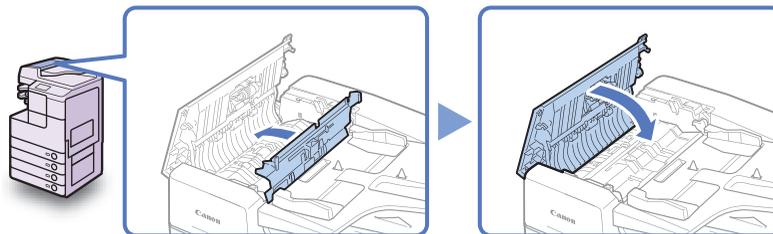
⚠ **CAUTION**

    When closing the covers, be careful not to get your fingers caught, as this may result in personal injury.

5 Lift the feeder and check for any jammed originals left inside.

If you find any jammed originals left in the feeder, repeat the procedure from step 1. Do not pull the original forcibly, because it may tear.
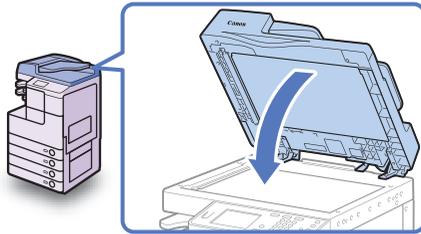
Jammed original

6

Close the feeder.

⚠️ **CAUTION**

- **When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.**
- **Be aware that the light emitted from the platen glass may be very bright when closing the feeder.**

🖑 IMPORTANT

After you have cleared all the paper jams, make sure to return all the levers and covers to their original positions. Once you have removed all of the jammed paper, printing resumes.

Service Call Message

If any critical error occurs that prevents normal operations, a service call message is displayed on the screen. If the screen similar to the one shown below is displayed, follow the procedures described below.

```
⚠ Turn the main power switch (on the
  main unit's left side) OFF & ON again.

▪ If the machine still does not operate normally,
  contact your service representative with the
  error code below.

  🔧 E000000
```
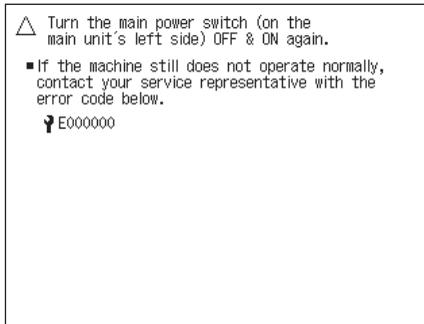
Restarting the Machine

If a service call message is displayed, restart the machine.

🖐 IMPORTANT

  If the main power is turned OFF, all the jobs in the machine's memory will be erased.

1 **Turn OFF the machine's main power.**

2
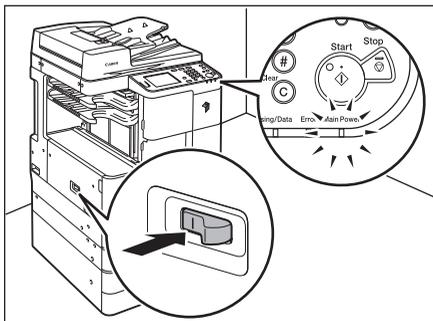
Wait at least 10 seconds and turn the main power back ON.

Using the Machine with Limited Functions

If the Service Call Message screen appears indicating a malfunction of the optional finisher, you can clear the screen by setting the machine to the Limited Functions Mode. In this mode, you can continue operating the machine by disabling the finisher functions.

🖐 IMPORTANT

If the main power is turned OFF, all the jobs in the machine's memory will be erased.

✐ NOTE

- Setting the machine to the Limited Functions Mode from the Service Call Message screen enables the Limited Functions Mode in Common Settings. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)
- The Service Call Message screen may re-appear if the Limited Functions Mode is deactivated without isolating the cause of the malfunction.

1

⚠ Turn the main power switch (on the main unit's left side) OFF & ON again.

■ If the machine still does not operate normally, contact your service representative with the error code below.

🔑 123456789012

The finisher output tray cannot move up or down. Make sure that objects are not placed in the range of tray movement.

■ If the device does not function correctly even after the main power switch was turned OFF and then ON again, press [Limited Fnctns Mode] to continue operation using limited functions.

[Limited Fnctns Mode ▶]   [Shutdown ⏎]

Press [Limited Fnctns Mode].

✐ NOTE

If you want to turn OFF the machine, press [Shutdown].

2

⚠ Turn the main power switch (on the main unit's left side) OFF & ON again.

■

Is it OK to turn limited functions mode ON? If you press [Yes], functions will be limited.

[Yes]   [No]

■

continue operation using limited functions.

[Limited Fnctns Mode ▶]   [Shutdown ⏎]
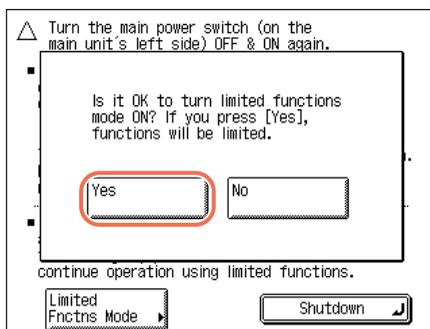
Press [Yes].

To quit, press [No].

3 **Restart the machine.**

Turn OFF the machine, wait at least 10 seconds, and then turn it ON.

```
Ready to copy. (Functions limited)

100%    Auto              1
Direct  Copy     Paper Select
        Ratio
                           ◁□□□□□□□□▷
                           Light A Dark
Finishing        2-Sided
                           Text/Photo
                           Special
                           Features
⚠ Finisher error          System Monitor
```
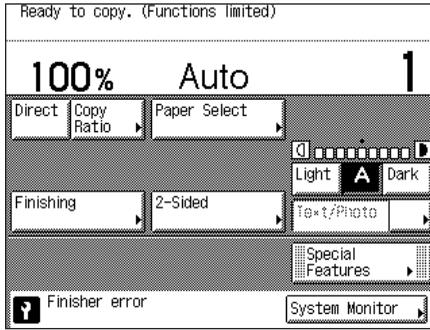
The machine starts up in the Limited Functions Mode.

Requesting Repairs

If you notice an abnormality with the machine, you can send a repair request from the touch panel display.

⚠ **WARNING**

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

⚠ **CAUTION**

Always grasp the power plug portion when disconnecting the power cord. Pulling on the cord may expose or snap the core wire or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

🖐 IMPORTANT

To make repair requests from the touch panel display, the machine must be configured beforehand. For more information, contact your local authorized Canon dealer.
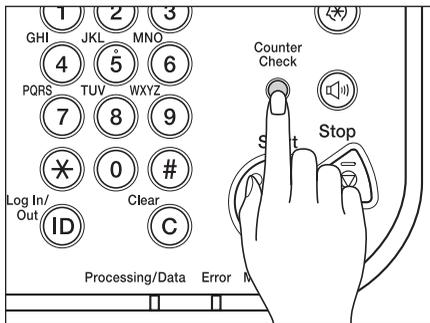
1 **Press [Counter Check] on the control panel.**

2

```
[Counter Check]
112 :  Total (Black/Large)          00012345
113 :  Total (Black/Small)          00012345
501 :  Scan (Total 1)               00012345
301 :  Print (Total 1)              00012345
     :
     :
┌─────────┐
│ Service │
│ Call   ▶│
└─────────┘
(Serial Number###00001)
                           ┌──────────┐
                           │ Done   ↵ │
                           └──────────┘
                           ┌───────────────┐
                           │ System Monitor ▶│
                           └───────────────┘
```

Press [Service Call].

3

```
[Service Call]
Press [Select/Request] to select the type of
service call.

  Reqst Time:
  ┌──────────────────────────────┐
  │ No service calls.            │
  │                              │
  └──────────────────────────────┘
┌─────────┐ ┌────────┐
│ Select/ │ │ Cancel │
│ Request▶│ │        │
└─────────┘ └────────┘
                           ┌──────────┐
                           │ Done   ↵ │
                           └──────────┘
                           ┌───────────────┐
                           │ System Monitor ▶│
                           └───────────────┘
```
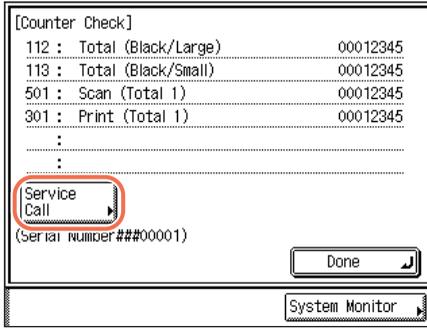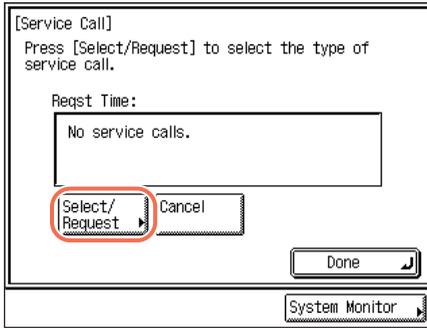
Press [Select/Request].

✐ NOTE

You can cancel the request by
pressing [Cancel] ➞ [Yes].

4

```
[Select/Request] Select the request type and
press [Request].

            ☐ Corrupt
              Image

            ☐ Paper Jams

            ☐ Other
              Problem

┌────────┐            ┌──────────┐
│ Cancel │            │ Request ↵│
└────────┘            └──────────┘
                      ┌──────────┐
                      │ Done   ↵ │
                      └──────────┘
                      ┌───────────────┐
                      │ System Monitor ▶│
                      └───────────────┘
```
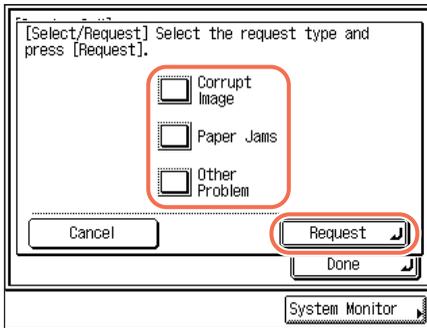
**Press [Corrupt Image], [Paper
Jams], or [Other Problems] to
select the type of the problem
you want to fix ➞ press
[Request].**
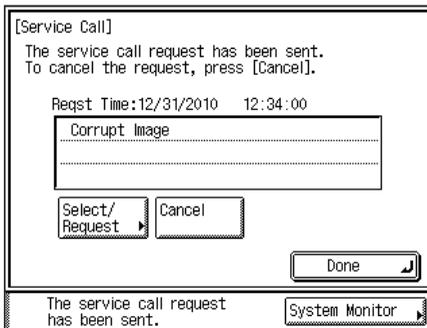
The screen on the left appears when your
request has successfully been sent.

✐ NOTE

You can cancel the request by
pressing [Cancel] ➞ [Yes].

```
[Service Call]
The service call request has been sent.
To cancel the request, press [Cancel].

  Reqst Time:12/31/2010   12:34:00
  ┌──────────────────────────────┐
  │ Corrupt Image                │
  │                              │
  └──────────────────────────────┘
┌─────────┐ ┌────────┐
│ Select/ │ │ Cancel │
│ Request▶│ │        │
└─────────┘ └────────┘
                           ┌──────────┐
                           │ Done   ↵ │
                           └──────────┘
The service call request    ┌───────────────┐
has been sent.              │ System Monitor ▶│
                           └───────────────┘
```

```
[Service Call]
 Could not send the service call request.

  Reqst Time:12/31/2010   12:34:00
  ┌─────────────────────────────────┐
  │ No service calls.               │
  │                                 │
  │                                 │
  └─────────────────────────────────┘
  ┌──────────┐ ┌────────┐
  │ Select/  │ │ Cancel │
  │ Request ▶│ │        │
  └──────────┘ └────────┘
                         ┌──────────┐
                         │ Done    ⏎│
                         └──────────┘
 ┌──────────────────────┐ ┌──────────────────┐
 │ Could not send the   │ │ System Monitor  ▶│
 │ service call request.│ └──────────────────┘
```
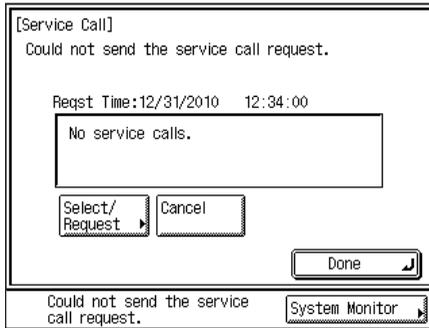
The screen on the left appears when the transmission of your request has failed. Try again.

◈ NOTE

If you cannot send repair requests despite several attempts, turn OFF the main power and disconnect the power cord from the wall outlet. Contact your local authorized Canon dealer with the following information:
- Product name
- Problem and status of the machine
- The error code displayed on the screen

Contacting Your Local Authorized Canon Dealer

If you have any problems or inquiries concerning the machine, contact your local authorized Canon dealer with the following information:

- Product name
- Problem and status of the machine
- The error code displayed on the screen, if any

If the machine does not operate normally even after it is restarted, turn OFF the main power and disconnect the power cord from the wall outlet.

⚠ WARNING
Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

⚠ CAUTION
Always grasp the power plug portion when disconnecting the power cord. Pulling on the cord may expose or snap the core wire or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

6

Troubleshooting

6

Troubleshooting

Appendix

7

This chapter describes the types of paper that can be used with the machine and includes the index.

Available Paper Stock

The paper types that can be used with this machine are shown below. The paper type loaded in each paper drawer can be displayed if you register that information in the machine beforehand. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

✓: Available   N/A: Not Available

Paper Type	Paper Source	
	Paper Drawer (17 to 24 lb bond [64 g/m² to 90 g/m²])	**Stack Bypass (17 to 34 lb bond [64 g/m² to 128 g/m²])**
Plain[*1]	✓	✓
Recycled[*1]	✓	✓
Color[*1]	✓	✓
3-hole punch	✓	✓
Bond[*2]	N/A	✓
Heavy Paper 1[*3]	N/A	✓
Heavy Paper 2[*4]	N/A	✓
Heavy Paper 3[*5]	N/A	✓
Transparency[*6]	N/A	✓
Labels	N/A	✓

*1 From 17 to 21 lb bond (64 to 80 g/m²).

*2 From 20 to 24 lb bond (75 to 90 g/m²).

*3 From 22 to 24 lb bond (81 to 90 g/m²).

*4 From 24 to 28 lb bond (91 to 105 g/m²).

*5 From 28 to 34 lb bond (106 to 128 g/m²).

*6 Use only LTR transparencies made especially for this machine.

✓: Available   N/A: Not Available

Paper Size		Width × Length	Paper Source		
			Paper Drawers 1/3/4	Paper Drawer 2	Stack Bypass
LTR		8 1/2" × 11"	✓	✓	✓
LTRR		11" × 8 1/2"	✓	✓	✓
LGL		8 1/2" × 14"	✓	✓	✓
11" x 17"		11" × 17"	✓	✓	✓
STMTR		5 1/2" × 8 1/2"	✓	✓	✓
EXEC		7 1/4" × 10 1/2"	✓	✓	✓
Irregular Size		3 15/16" to 11 11/16" × 5 7/8" to 17" (99 mm to 297 mm × 148 mm to 432 mm)	N/A	N/A	✓
Envelope	No.10 (COM10)	4 1/8" × 9 1/2" (104.7 mm × 241.3 mm)	N/A	Optional*	✓
	ISO-B5	9 7/8" × 7" (250 mm × 176 mm)	N/A	Optional*	✓
	Monarch	3 7/8" × 7 1/2" (98.4 mm × 190.5 mm)	N/A	Optional*	✓
	ISO-C5	6 3/8" × 9" (162 mm × 229 mm)	N/A	Optional*	✓
	DL	4 3/8" × 8 5/8" (110 mm × 220 mm)	N/A	Optional*	✓

* Envelopes can be loaded in Paper Drawer 2 only when the optional Envelope Feeder Attachment-D1 is attached.

✎ NOTE
- For instructions on how to load paper, see the sections listed below.

Paper Drawers 1/2/3/4	Paper	See "Loading Paper," on p. 5-3.
	Envelope (Drawer 2)	See Chapter 5, "Routine Maintenance," in the *Reference Guide*.
Stack Bypass		See Chapter 2, "Basic Operations," in the *Reference Guide*.

- The number of available paper drawers may vary depending on the machine configuration.

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Appendix

7

CANON imageRUNNER 2545/2535/2530/2525 SERIES LIMITED WARRANTY

Canon U.S.A., Inc. or Canon Canada Inc. (as applicable, "Canon") warrants the imageRUNNER 2545/2535/2530/2525 Series product and Canon brand options designed for use with the imageRUNNER product (collectively the "Product") to be free from defects in workmanship and materials under normal use and service for a period of 90 days after delivery to the original purchaser ("Purchaser") or 100,000 prints or copies (or a combination of both), whichever comes first.   During such warranty period, Canon shall replace, without charge, any defective part with a new or comparable rebuilt part.   This warranty shall not extend to consumables such as paper, chemicals, and toner as to which there shall be no warranty or replacement. Warranty replacement shall not extend the original warranty period of the Product.

This limited warranty shall only apply if the Product is used in conjunction with compatible computers, peripheral equipment and software. Canon shall have no responsibility for such items except for compatible Canon brand peripheral equipment covered by a separate warranty ("Separate Warranty"). Repairs of such Canon brand peripheral equipment shall be governed by the terms of the Separate Warranty. Non-Canon brand equipment that may be distributed with the Product is sold "AS IS" and without warranty of any kind by Canon, including any implied warranty regarding merchantability or fitness for a particular purpose, and all such warranties are disclaimed. The sole warranty, if any, with respect to such non-Canon brand items is given by the supplier or producer thereof. For further information on software, see below.

This warranty shall be void and of no force and effect if the Product is damaged as a result of (a) abuse, neglect, mishandling, alteration, electric current fluctuation or accident, (b) improper use, including failure to follow operating or maintenance instructions or environmental conditions prescribed in Canon's operator's manual or other documentation, (c) installation or repair by other than authorized service representatives qualified by Canon who are acting in accordance with Canon's service bulletins, (d) use of supplies or parts (other than those distributed by Canon) which damage the Product or cause abnormally frequent service calls or service problems, or (e) use of the Product with non-compatible computers, peripheral equipment or software, including the use of the Product in any system configuration not recommended in any manual distributed with the Product. Nor does this warranty extend to any Product on which the original identification marks or serial numbers have been defaced, removed, or altered.

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